



London Borough of Lewisham parking policy

xxx March 2020

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Introduction

This document sets out Lewisham Council's policies on parking in the borough. Initially published in 2014, an update was undertaken in 2019. As such, the policy has been updated with some minor amendments to reflect the latest guidance and best practice, which was approved by Mayor & Cabinet in January 2020.

This policy provides an integrated and accessible parking policy document which will be reviewed approximately every five years.

Policy context

Parking regulation is governed by the Road Traffic Regulation Act 1984. The Council's local transport and parking policy objectives comply with this legislation and are set out in the Council's [Transport and Local Implementation Plan 2019-41 \(LIP3\)](#). The goals, objectives and outcomes for the LIP3 have been developed to identify how the London Borough of Lewisham will work toward achieving the goals outlined in the [Mayor of London's Transport Strategy](#):

- Healthy Streets and healthy people
- A good public transport experience
- New homes and jobs

The policy also reflects local policies and priorities and as such are aligned with the Council's [Corporate Strategy](#).

The parking policy is placed within this broader policy framework. Parking has a borough-wide impact, and has particular relevance to the many economic, environmental and social objectives of a modern transport system. To varying degrees, parking impacts on all four of the objectives in the Council's LIP:

- Travel by sustainable modes will be the most pleasant, reliable and attractive option for those travelling to, from and within Lewisham
- Lewisham's streets will be safe, secure and accessible to all
- Lewisham's streets will be healthy, clean and green with less motor traffic
- Lewisham's transport network will support new development whilst providing for existing demand

1. Parking in the borough

There are a variety of parking places in the borough, including car parks, uncontrolled streets, and bays designated for specific purposes such as disabled parking, loading, or short-term use.

1.1. Car parks

The Council maintains a number of [off-street car parks](#) in the borough.

1.2. Street parking

Free parking is available in many of Lewisham's streets, particularly in residential areas situated away from town centres. In such areas, parking behaviour should be in accordance with the Highway Code, and should respect any parking restrictions which are in force.

The Council maintains a variety of parking bays designated for specific purposes, as detailed below. Many of these designated bays require payment, a valid permit, or relate to a particular vehicle type:

- [Pay & display bays](#)
- Disabled bays for Blue Badge holders (see section 5 of this policy document)
- Residents bays in Controlled Parking Zones (see section 2)
- Business bays in Controlled Parking Zones (see section 2)
- Short-stay bays parking for visitors and customers (see section 6.6)
- Loading bays for deliveries
- Shared use bays, for use as indicated on nearby parking signs
- [Electric vehicle charging point bays \(EVCPs\)](#)
- [Car club bays](#)
- Taxi ranks

1.3. Enforcement of parking restrictions

The Council is responsible for the enforcement of all waiting, loading and parking restrictions on roads for which the Council is the Highway Authority and also in Council operated off-street car parks.

The Council has adopted powers to enforce against idling vehicles, where drivers leave their engines running while stopped, which meets objectives in the [Council's Air Quality Action Plan 2016–2021](#).

Details regarding the financing of parking enforcement can be found in the Council's Annual Parking reports available on the Council website at www.lewisham.gov.uk/parking (see section 7.3)

Under the provisions of the Traffic Management Act 2004, local authorities in London may set Penalty Charges for parking contraventions to one of two bands, A or B.

These charges are set by London Councils and up to date information can be obtained online from <https://www.londoncouncils.gov.uk/services/parking-services/parking-and-traffic/parking-advice-members-public/parking-and-traffic>

In all cases, PCNs issued for parking contraventions in Lewisham will be issued at the higher band A rates. These rates have been set in order to firmly discourage illegal parking and to ensure consistency in PCN charges across the borough.

Within the Band A rates, higher level penalties apply to contraventions which are considered more serious, such as parking on yellow lines or where an obstruction is caused. Lower level penalties apply generally where parking is permitted but the regulations are contravened, such as overstaying on a pay and display bay.

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2. Controlled Parking Zones (CPZs)

CPZs aim to balance the parking needs of those living, working, visiting and trading in the borough.

On 1st April 2020, the Council will be introducing new charges for parking permits which will vary depending on the emissions level of the vehicle.

Lewisham Council, like most local authorities in London, levies a charge for a permit to park in areas of the borough that have been designated CPZs. CPZs are a function of transport policy and their purpose is to:

- ensure safe and sustainable access
- achieve effective parking management
- balance the needs of all road users
- meet environmental objectives
- focus on customer needs.

The Council's parking policy has to balance the needs of those living, working, visiting and trading in the borough as well as ensuring that the cost of parking controls is met. The Mayor of London's Transport Strategy no longer sets a specific hierarchy to be applied when designing a parking scheme and in allocating spaces. However, there are a number of key policy objectives in both the MTS and the Council's own Transport Strategy and Local Implementation Plan which can be used to inform decisions regarding the allocation of kerbside space. This includes an emphasis on reducing car ownership and use, promoting the uptake of sustainable transport, incentivising the uptake of cleaner vehicles and effectively managing freight and servicing arrangements.

The hierarchy to be applied remains as below, with a higher priority within these groups given for people with mobility impairment and to those using sustainable modes of travel. Sustainable modes of travel include (in order of sustainability) walking, cycling, public transport, car clubs and zero emission vehicles. This recognises that certain types of kerbside facility may be required for these user groups, including but not limited to disabled bays, cycle hangars, bus stops, car club bays, electric vehicle charging points. However, ultimately a balance must be struck between different uses.

1. Residents
2. Shoppers, visitors and those directly adding to the local economy
3. Local workers
4. Commuters

The Council's parking charges reflect the need to not only cover the costs of delivering parking controls but also managing these issues. The parking charges are fixed in accordance with the requirements of the Road Traffic Regulation Act 1984. Section 122 of the Act imposes a duty on the Council to use them to 'secure the expeditious, convenient and safe movement of vehicular and other traffic including pedestrians and the provision of suitable and adequate parking facilities on and off the highway'. Charging helps to incentivise more sustainable travel options amongst all users, whilst also ensuring that the borough does not become a 'car park' for those travelling into London from the south east. It also ensures the Council

continues to meet the objectives set out above and comply with the requirements of Section 122 Road Traffic Regulation Act 1984.

The Council's fear of becoming a 'car park' for commuters is very real. The introduction of the congestion charge in 2003 saw the number of commuters driving into central London reduce but the risk was and remains that they park in the surrounding areas. With the introduction of an expanded Ultra Low Emission Zone to the south circular in 2021, a similar risk applies. The Council has multiple transport links into central London, with Lewisham just inside zone 2 with cheaper fares and access to the Docklands Light Railway. Added to this is the fact that access to Lewisham and its car parks is relatively easy for commuters driving into London but becomes more difficult the further into London they travel as congestion and travel times increase.

Using the power awarded to the Council under Section 122 of the Road Traffic Regulation Act 1984 we have established a range of CPZ's where resident demand was established and where there was clear evidence to suggest the need existed.

2.1. Existing operational CPZs

CPZs are designed to protect residents and businesses from high demand for parking, so they are mainly centred around major destinations, such as town centres, railway stations and the hospital.

The coverage of existing CPZs is shown on the CPZ Map on the Council's [Parking web pages](#).

2.2. Parking in CPZs – scheme rules and regulations

1. In CPZs, parking on the street is restricted during the operating hours of the zone. The operating hours are displayed at the entrance to each zone.
2. During the operating hours, parking may only take place in designated areas, and with a valid payment or permit. See section 4 for information on paying for your parking, while section 3 details the full list of available permits including who is eligible and how to apply.
3. Outside of the operating hours, parking may be permitted on single yellow lines, unless otherwise indicated on the roadside signs.
4. The Council now operates a virtual permit system. This removes the need to physically display a permit in the windscreen of your car. Your vehicle details are held on the parking database and permit information is relayed to the parking enforcement officer via a handheld computer. A valid permit session must be authorised via the online service before your vehicle is eligible to park. Certain permit types may be transferrable between vehicles or have time limits on parking sessions. These would be managed online or via your mobile device.
5. Failure to park in accordance with the Highway Code and the parking restrictions that are in force may result in a Penalty Charge Notice being issued.

New CPZs

6. Consultations for new CPZs require a minimum response threshold of 10% from those households and businesses (including schools and other

- organisations) who were consulted within the proposed area. If the response rate is lower than 10% then the consultation will be deemed inconclusive.
7. CPZs will be introduced where over 50% of consultees (excluding those who are 'undecided') in the proposed area are in support of a CPZ implementation.
 8. Consultation will cover an area considered to be affected by both existing and potentially displaced parking pressure.
 9. The consultation and review process will follow that set out in Appendix 1.
 10. The operating hours of CPZs will be informed by consultation, but the options available will depend on the parking attractors in the local area. CPZs within walking distance of major all-day attractors such as town centres and the hospital may not be eligible for shorter operational hours.
 11. When designing CPZs, exclusions to the permit scheme may apply. For instance, residents of permit-free developments are not entitled to obtain a permit to park within a CPZ where this is stipulated as part of a planning obligation or condition. The same exclusion applies to existing housing estates with off-street parking provision. Residents of permit-free developments within a CPZ consultation area may be provided with copies of consultation materials, but will not be eligible to respond to the consultation.

The CPZ programme

12. An annual programme for the consultation, implementation and review of CPZs is prioritised according to the CPZ Programme Appraisal criteria and methodology set out in Appendix 1.
13. The CPZ programme will be approved annually by the Executive Director of Resources and Regeneration in line with this policy.
14. The need to review new or existing CPZs is assessed as part of the CPZ Programme Appraisal, ensuring that reviews come forward when required and prioritised on the basis of need.
15. All relevant requests, petitions and comments for and against new CPZs, or reviews of existing CPZs, are collated and inform the appraisal of schemes.
16. Where significant parking problems are predicted as a result of significant levels of development or other strategic policy or infrastructure changes, a presentation of evidence and specific solutions, which may include a new CPZ, will be considered on a case by case basis, to be approved by Mayor and Cabinet. This may include consultation with residents to influence the design of the CPZ, but not on whether a zone will be implemented.
17. The proposed CPZ Programme and the delivery of the previous year's schemes will be included in the Annual Parking Report.

CPZ permits

18. Resident Permits can be purchased for up to a twelve month period with three month or six month permits available on a pro-rata basis.
19. Business parking permits can be purchased for a six month period or a twelve month period. Business parking permits will be sold for Lewisham Council car parks only on a monthly pro-rata rate.
20. Permit charges vary for resident and business parking permits, depending on the emissions level of the vehicle. A diesel surcharge also applies, except where the vehicle conforms to the most recent vehicle emissions standards, as set out in the Council's parking charges.
21. Residents who are Blue Badge holders and who drive a vehicle registered at their home address within a CPZ, can apply for a resident permit free of charge,

OR under certain circumstances a mandatory Residential Disabled Bay. Further important information on Disabled Parking in CPZs is included in Section 5.

22. A range of other permits are available, including charges and concessions for visitors, charities and carers. The full list of available permits is included in Section 3, including details about who is eligible and how to apply.
23. The Council's website includes all you might need to know regarding [information about, and schedule of, permit charges](#).
24. CPZ permit charges are subject to the current refund policy. A refund will only apply to a full charge resident and business permit where the permit was issued for a six month or twelve month period. The refund is payable for any full month remaining on the permit. The refund date is calculated from the date the request for a refund is received by the Council. An administration fee will also apply. A refund is not offered for visitor or concessionary rate permits. .
25. As a result of the introduction of an emissions based charging structure, the parking permit charges will be reviewed annually to take account of consumer behaviour and to ensure the scheme remains effective.
26. The public will be consulted on any future charge increases as part of the statutory Traffic Management Order (TMO) process.
27. A report on parking related revenue will be produced annually. The report will be an enhanced and accessible version of the reporting requirements by statute under Section 55 of The Road Traffic Regulation Act 1984.

3. CPZ permits and concessions

There are a range of permits for parking in CPZs, designed to meet the needs of different sections of the community.

- Resident permits
- Business permits
- Visitor permits (for purchase by residents only)
- Carer permits
- Charity permits
- Business All Zone Permit
- Essential services health permit (two hours)
- Health services business permit
- Lawn bowls club permits
- Floating car club permit (for purchase by approved car club operators only)

[Details of all current permit charges.](#)

Below are comprehensive details regarding:

- who is eligible for each permit
- the limitations on the use of the permit
- any concessions that are available.

To apply for or renew any permits for which you may be eligible:

[Apply for or renew a permit online.](#)

Alternatively you can apply for or renew a permit by contacting NSL services at:

PO Box 51192,
SE13 9DH

Tel: 020 8297 3627

Email: lewishamparkingpermits@nslservices.co.uk

3.1 Resident permits

Resident permits are available to residents who live within the boundary of a Controlled Parking Zone (CPZ) and who have a vehicle registered to them at their address within a CPZ. Permits may not be available for residents of new developments in line with the Council's planning policy (see CPZ scheme rules in section 2.2).

Resident permits can be used in designated resident parking bays or in dual use parking bays where specified. Resident permits are not valid for use in bays that are designated for specific use such as business, pay & display or disabled parking bays.

Permits can be purchased for three, six or twelve month periods. Permit charges vary depending on the emissions level of the vehicle. A diesel surcharge also applies, except where the vehicle conforms to the most recent vehicle emissions standards (Euro VI standards or higher).

The Council may from time to time request applicants to provide the vehicle registration document confirming details of the tax banding for the vehicle and proof of residency within one of the borough's CPZs.

Blue Badge holders who drive a vehicle registered to their home address, can apply for a resident permit free of charge if they live within a CPZ. Upon application, the free resident permit may be exchanged for a mandatory residential disabled bay. See section 5 for further important information on disabled parking bays.

On purchase of an annual (twelve month) resident permit, ten hours of visitor parking credit will be applied to the account of the purchasing resident. See section 3.3 for more information regarding visitor permits.

Upon application, a book of ten (1 hour) visitor parking permits will be provided free of charge to any residents in CPZs who are over 60, and in receipt of Council Tax support, and do not have another parking permit per annum.

Carer permits are offered free of charge to those residents who meet the criteria. See section 3.4 for further information on carer permits.

Please note: *only one concessionary rate permit will be issued per household.*

3.2 Business permits

Business permits are available to those employed at premises located within the boundary of a CPZ. A letter from the company is required to confirm employment.

Business permits can be used in designated business parking bays or in dual purpose parking bays where specified. Business permits are not valid for use in resident only parking bays or bays designated for specific use such as disabled parking bays.

Business permits can be purchased for six or twelve months. Business parking permits will be sold for Lewisham Council car parks only on a monthly pro-rata rate. Permit charges vary depending on the emissions level of the vehicle. A diesel surcharge also applies, except where the vehicle conforms to the most recent vehicle emissions standards (Euro VI standards or higher).

Nationally-registered charities, who are in receipt of a Lewisham Council grant, will be eligible for a concession to the business permit rate (a charity permit – see section 3.5). The charity will be able to purchase a business permit at the resident permit rate provided the vehicle(s) is registered to the Charity and that the Charity's operating business is located within the boundary of a CPZ.

Staff permits are a specific type of business permit available to Lewisham Council staff at the standard business permit rates. These may only be used in the Laurence House and Holbeach Road car parks.

3.3 Visitor permits (resident)

Visitor permits are available for purchase to residents who live within the boundary of a CPZ. Permits may not be available for residents of new developments in line with the Council's planning policy (see CPZ scheme rules in section 2.2).

Visitor permits for residents can be used in designated resident parking bays or in dual purpose parking bays where specified. They are not valid for use in Business only parking bays or bays designated for specific use such as disabled parking bays.

Visitor permits can be purchased online in blocks of 10, these will be virtual permits and the resident will call off their permits as they require them.

There is no purchase limit on the number of visitor permits issued per household per year.

On purchase of an annual (twelve month) resident permit, ten hours of visitor parking credit will be applied to the account of the purchasing resident. See section 3.3 for more information regarding visitor permits.

On application, a block 10 visitor parking permits (1 hour) will be provided free of charge to residents in CPZs that are over 60 years and in receipt of Council Tax support and do not have another parking permit.

3.4 Carer permits

This type of permit is issued free of charge and entitles the parking of carer's vehicles for those residents living within a CPZ who require constant help in the provision of their care, whether from family, friends or professional carers.

The resident is required to provide supporting evidence from a medical practitioner that assistance in the provision of care is required by the individual. The applicant does not have to live alone and entitlement is extended to residents where there is a maximum of one full charge resident permit held for a vehicle at that property.

If the medical condition is of a permanent nature the supporting medical evidence should state this. If the condition is of a permanent nature the medical evidence is supplied with the initial application and is not required upon permit renewal, unless there has been a significant change.

If the medical condition is not of a permanent nature the supporting medical evidence is required upon initial application and upon permit renewal.

Carer permits are only issued to households that do not hold more than one full charge resident permit.

The permit is not vehicle specific, and is issued to the resident who in turn may pass to their carer when visiting. This permit is virtual and this transfer may be managed on online or using a mobile device. The permit allows the carer to park nearby in the same manner as a resident.

In order to stop misuse of these permits, a carer's permit will entitle the user to a maximum of four hours parking for any specific vehicle on any particular day.

Carer parking permits are provided free of charge. A maximum of one permit/parking concession is granted per household.

3.5 Charity permits

Charity permits are available to nationally-registered charities who are in receipt of a Lewisham Council grant, who have a vehicle(s) registered to the charity and whose operating business is located within the boundary of the CPZ.

Charity permits operate in the same way as the borough's business permits and can be used in designated business parking bays or in dual purpose parking bays where specified. The Charity permit is charged at a concessionary rate in line with the resident permit charge.

Charity permits are not valid for use in resident-only parking bays or bays designated for specific use such as disabled parking bays.

3.6 Business all-zones permits

The business all-zones permit is not zone specific and can be used across all the borough's Controlled Parking Zones. This permit is available to any resident or business with a vehicle registered in the borough.

The business all-zones permit allows the holder to park in any on-street permit bay in any CPZ, unlike the standard business permit which is valid for the zone in which the business is located. These permits are also valid in all the Council's off street car parks and are useful for businesses that have a number of branches or outlets across the borough.

3.7 Essential services health permit (2HR)

These permits are administered by the relevant Health Authority and are only made available to their staff for whom it is necessary to park in CPZs for a significant amount of their working week. The permits are used by district nurses, health visitors, chiropodists and members of the adult therapy team amongst others during their working hours.

The permits are purchased by the Health Authority on behalf of their employee.

Health permits are made available to the individual if they have opted to manage their own care provision by way of a grant from the Authority.

Health permits issued to an individual will be zone specific and not borough-wide.

Health professionals offer medical support to residents and are often required to carry medication and heavy/bulky equipment to the patient's home. Staff using the health permit to park in CPZs must vacate the parking space immediately after they have left the patients home. They should not undertake a non-work related activity while leaving the car parked in the CPZ.

If an enforcement officer observes a member of staff undertaking non-work related activities; a penalty charge notice will be issued. A permit may be vehicle specific or be valid for up to 5 vehicle registrations, this type of permit will only be issued when the permit is to be utilised by medical teams.

The permits are valid for one year, with parking time-limited to a maximum of two hours.

A concessionary rate is charged to that of the normal business permit rate.

The Health Authority will need to apply for a permit on behalf of their employee.

3.8 Hospital health permits

As Lewisham Hospital has a limited number of on-site parking spaces, the Hospital is issued with a limited number of business permits to enable parking in specific CPZs surrounding the hospital. The number allocated to the hospital is subject to available parking space in the surrounding CPZs.

Hospital staff permits are only valid in the designated CPZs surrounding the hospital, and are charged at the full business permit rate.

A bulk application is made from Lewisham Hospital on behalf of its staff; applications will not be accepted from individuals.

3.9 Lawn bowls club permits

A permit is available to lawn bowls clubs situated in CPZs, where under-utilised parking space is identified and is available, in order to support other Council policies such as promoting healthy lifestyles.

The permits are only valid for the six month period during the bowling season (mid-April until mid-October).

The permits cannot be used in resident only permit bays but are valid in dual purpose bays.

The permit is not vehicle specific so that the club may distribute as necessary to members and visiting teams, however if lost or stolen these permits will not be replaced during the valid period.

A maximum of up to 8 permits are available per club. To ensure the maximum number of permits issued will be sufficient for their needs the bowling club will be responsible for promoting car sharing amongst members and visiting clubs whenever possible.

4. Paying for your parking

4.1. Pay & display

The Council provides access to a cashless payment system using the Council website and mobile devices as an alternative to paying for parking using pay & display machines. The intention is to reduce the use of pay & display machines across the borough and expand the use of the cashless parking system. A cashless parking system allows the user to pay for their parking online or via their mobile device.

[Further information on the Council's current cashless system.](#)

[Council-managed car parks, their locations and tariffs.](#)

4.2. How to pay for your permit

[Apply and pay for your permit online.](#)

Alternatively you can apply and pay by contacting NSL services:

PO Box 51192,
SE13 9DH

Tel: 020 8297 3627

Email: lewishamparkingpermits@nslservices.co.uk

4.3. How to pay your parking Penalty Charge Notices (PCNs)

[Pay your Penalty Charge Notice online.](#)

5. Disabled parking

5.1. The Blue Badge Scheme

The Blue Badge Scheme is governed nationally. Individual local authorities are responsible for the day-to-day administration and enforcement of the scheme. Lewisham operates the scheme in conjunction with national guidance. As a Council we endeavour to ensure that badges are only issued to residents who satisfy one or more of the eligibility criteria set out in the legislation. Under no circumstances should anyone who does not satisfy at least one of the criteria receive a Blue Badge.

The use of a Blue Badge is to assist the user to park closer to their destination. It is available to people with severe mobility problems who travel either as drivers or passengers. It also applies to registered blind people.

Useful information on your rights and responsibilities are set out in the [Blue Badge Scheme national handbook](#).

5.2. How to apply for a Blue Badge

[Apply or renew a Blue Badge online](#).

Alternatively you can contact:

Concessionary Awards
PO BOX 4206
London SE6 4BR.

Tel: 020 8314 9844

5.3. Parking restrictions for Blue Badge holders

In the London Borough of Lewisham, Blue Badge holders are *not* permitted to park:

- on single or double yellow lines where loading/unloading is prohibited
- on school 'keep clear' markings
- on 'zig-zag' markings on either side of pedestrian crossings
- in suspended parking bays
- where temporary restrictions are in place as indicated by 'no waiting' cones or similar devices
- in resident parking bays (unless they also display the relevant resident or business permit)
- in bays reserved for defined uses (for example, taxi ranks or motorcycle bays)
- on a pavement, unless this is indicated as being permitted at a particular location.
- Where the vehicle is causing an obstruction (either physically or due to impaired sight lines) for other road users.

Blue Badge holders are permitted to park:

- in [Lewisham Council-managed public car parks](#)
- in disabled parking bays
- in pay & display bays for unlimited time, without charge
- in time-limited parking bays
- in shared-use bays where pay & display is permitted in addition to permit holders
- on single or double yellow lines for up to three hours where loading/unloading is permitted. As the parking time is restricted to 3 hours the clock provided with the badge should be set at time of arrival and left clearly on display in the vehicle.

5.4. Disabled parking in CPZs

In CPZs, all Blue Badge holders should follow the CPZ Scheme Rules (see section 2.2) and follow guidance on parking restrictions (see section 5.3).

Concessions for disabled residents

Blue Badge holders who live within a CPZ, and who drive a vehicle registered to their home address, can apply for a residents permit free of charge (see Section 3.1). This is because Blue Badges are not valid in residential parking bays, so the free permit ensures that disabled drivers, who may not be able to afford a permit, are able to park close to their homes.

Blue Badge holders who do not drive are not entitled to a free resident permit. This is because disabled passengers can often be dropped off near to the door; this activity can take place in any CPZ parking bay.

However, Blue Badge holders who rely on regular visitors to receive constant help and care may apply for a free carer permit (see Section 3.4).

Only one concessionary permit will be issued per household (i.e. a free resident permit or a free carer permit).

Under certain circumstances Blue Badge holders may apply for a residential disabled parking bay (see Section 5.5).

[Current permit charges.](#)

5.5. Residential disabled bays

Disabled Parking Bays are designated parking spaces on the public highway, which allow Blue Badge holders to park close to residential properties and key destinations.

Lewisham Council only offer 'formal' disabled parking bays, which carry a Traffic Management Order and are therefore legally enforceable. Advisory bays (bays without sign and post), which do not carry a Traffic Management Order, are no longer offered due to changes in the Traffic Signs Regulations and General Directions 2016. These bays are being phased out with qualifying residents able to apply for a formal bay at any time.

Qualifying residents are entitled to apply for a disabled parking bay to be installed near to their property, subject to meeting both the medical and highway criteria outlined below. Not all applications will be successful, and Lewisham Council will not approve more than one application per formal address for a disabled parking bay.

If a disabled parking bay is approved and installed, the bay may be utilised by all blue badge holders, and are not for the sole use of the resident for which the bay was implemented.

Approved disabled parking bays would be require a Traffic Management Order installed in batches in order to reduce the cost borne by the council and the applicant, so it may take several months for a disabled parking bay to be installed.

Medical Criteria

1. To qualify for a formal disabled parking bay, applicants must be in receipt of either:
 - a) Disability Living Allowance (DLA) Higher Rate Mobility OR;
 - b) Personal Independence Payment (PIP) mobility component with 10 points or more for 'moving around' OR;
 - c) receives the mobility component of PIP and has obtained 10 points specifically for Descriptor E under the "planning and following journeys" activity, on the grounds that they are unable to undertake any journey because it would cause them overwhelming psychological distress
 - d) Attendance Allowance Higher Rate; OR
 - e) Assessment by a council approved assessor certifying that they meet equivalent criteria to the above.
2. Applicants must hold a valid blue badge.
3. The blue-badge holder does not have to be the driver of a vehicle, but any driver (if not the applicant) must live at the same address as the blue badge holder.
4. Parents/carers of children under the age of three, would not be entitled to apply for a formal disabled parking bay for the use of that child unless that child is always accompanied by bulky medical equipment which cannot be carried around without great difficulty and/or need to kept near a vehicle at all times. Applications of this nature will be assessed on a case by case basis depending on the circumstance of the applicant.

Highway Criteria

1. Disabled parking bays are considered on a case by case basis, but they will not be installed in locations where the bay:
 - a) Compromises safety;
 - b) Restricts traffic flow;
 - c) Blocks access;
 - d) Would be situated more than 50 metres from the property front door;
 - e) Would replace existing waiting and loading restrictions;
 - f) Would be positioned on a red route.

2. The closest available parking space to the applicant's front door will be the only location that is considered for the installation of any bay.

Highway conditions will be assessed by an Engineer from Lewisham Council by means of a site visit.

Off-Street Parking

Disabled parking bays will not be authorised if the applicant has access to an adequate off-street parking facility such as a garage or a driveway/hardstanding. Please see notes below. Any adequate off-street parking facility available to a household shall be prioritised to the disabled user, and not to other non-disabled vehicle users from within the same household/building.

Existing Garage

Garages will be deemed adequate off-street parking facilities if:

- The internal dimensions of the garage are a minimum of 5.0 metres deep and 2.7 metres wide;
- The passage from the garage to the property is suitable for disabled access;
- There is a vehicular crossover serving the garage (dropped kerb).

Where internal dimensions are provided, but are obstructed by the storage of household goods or similar, it is the responsibility of the resident to remove the items to provide adequate parking space.

If reasonable alterations can be made within the boundary of the property to improve access to a garage, then this will also be the responsibility of the resident and the DPB application will be refused.

Where there is a garage that meets the above criteria, but there is no vehicular crossover (dropped kerb) serving that garage, applicants will be expected to apply for a vehicular crossover to park their vehicle off-street, and a Disabled Parking Bay application would be refused.

Where there is a garage that meets the above criteria, and the blue badge holder requires a specially adapted vehicle that cannot fit within the space, then the application for a disabled parking bay may still be approved, but will be assessed on a case by case basis.

Curtilage Parking Space (Driveway/Hardstanding)

Curtilage parking spaces will be deemed adequate off-street parking facilities if:

- There is a vehicular crossover (dropped kerb) serving the space;
- The dimensions of the space are a minimum of 4.8 metres deep and 2.7 metres wide (or a minimum of 2 metres wide if the vehicle door on one side can be fully opened);
- The gradient of the space does not exceed 5% (1 in 20)

Where the minimum dimensions for a curtilage parking space can be achieved through reasonable alterations on the applicant's property, then the applicant is expected to make these alterations and an on-street Disabled Parking Bay application will be refused.

If reasonable alterations can be made within the boundary of the property to improve access to the curtilage parking space, then this will also be the responsibility of the resident and the DPB application will be refused.

Where there is a curtilage parking space that meets the above criteria, but there is no vehicular crossover (dropped kerb) serving that space, applicants will be expected to apply for a vehicular crossover to park their vehicle off-street, and a Disabled Parking Bay application would be refused.

Where there is an off-street parking space that meets the above criteria, and the blue badge holder requires a specially adapted vehicle that cannot fit within the space, then the application for a disabled parking bay may still be approved, but will be assessed on a case by case basis.

Cost

There is no charge to the individual for the implementation of these bays.

However, there are some costs to the Council. Disabled bays require appropriate road markings and signs, usually including a post. It also requires the making of a traffic order and therefore involves significant administration and much greater cost to install than an advisory bay.

The cost of making a traffic order is in the region of £3,000. The cost of making the traffic order is the same if it includes one or a number of parking bays. Therefore to ensure the Council maximises cost efficiencies these bays are introduced in batches.

You can apply for a residential disabled bay by sending [an application form \(available online\)](#) or by post to:

Laurence House
1 Catford Road
London
SE6 4RU

[Further details regarding disabled bays](#)

5.6. Reviewing disabled parking provision

Disabled parking provision throughout the borough is reviewed to check whether disabled bays are still needed and to ensure that road space is being used in the best possible way.

- Applications for new disabled bays will be considered on receipt and implemented in batches at least once a year.
- The need for individual disabled bays will be kept under review and disabled bays that are no longer used will be removed. Where appropriate, those which are under-used will be replaced by shared use bays.

6. Parking restrictions

6.1 Waiting and loading restrictions

The Council receives a number of requests for the implementation of new waiting and loading restrictions. The majority of these requests are for yellow line restrictions at junctions and bends to ease access and/or improve road safety. A large part of the cost to introduce such restrictions is changing the Traffic Management Order (TMO). To make the process cost efficient, requests are evaluated against set criteria, and if approved, batched together into a single TMO with other similar requests.

The criteria against which these requests are evaluated are:

- Requests received from the public or via Councillors
- Road safety (based on number of road traffic collisions reported to the Metropolitan Police)
- Technical need (where technical changes may be needed to the TMO)
- Supporting local business
- Traffic flow and access

6.2 Special events

At times parking and other public highway restrictions may need to be varied for a short period to allow special events such as street parties, [play streets](#), fireworks displays, the London Marathon, People's Day etc to take place. These are dealt with on an individual basis sometimes using Temporary Traffic Management Orders.

Certain works or events on the highway may require a road closure. This may need a TMO and there may be costs associated with this or other works.

[Further information relating to road closures.](#)

6.3 Suspensions and dispensations

In some situations it may be necessary to suspend parking bays to allow for short term building work, domestic removals etc. A charge will be made where this involves the suspension of parking bays, which is designed to cover the cost of the Council's contractor (NSL) implementing and removing the suspension and - for 'paid for' parking bays (pay & display etc) - the loss of income whilst the bays are suspended. The loss of income is calculated as a daily rate.

Where there is a choice between suspending a resident's parking bay or a charged-for parking bay, preference will be given to suspend the latter and the person charged accordingly, thereby minimising any inconvenience to local residents.

[Further information relating to the temporary suspension of parking bays, plus application form.](#)

6.4 Funerals

Official funeral vehicles are entitled to park for an unlimited period to facilitate the funeral service. To minimise the negative impact on local residents, attendees should be directed to parking provision within the locality. Where there is limited kerbside parking space attendees are encouraged to car share or use public transport if possible.

6.5 Loading bays

Loading bays are useful to assist local businesses to take delivery of their goods in areas where kerbside space is limited. In some cases they will be time limited and may allow other uses of the kerbside space outside the designated operating loading times. Requests for loading bays will be considered by the Council and if agreed the implementation costs will be borne by the applicant. Costs may vary considerably depending on the detail but would include the cost of the Traffic Management Order (TMO) and implementation of lines and signs.

6.6 Short stay bays

Short stay bays (normally 30 minutes) are considered in small shopping areas where a quick turn-around of parking will assist the business of local traders. They are particularly useful in areas that would otherwise suffer from all-day intrusive parking such as those close to train stations, and are therefore often included near local shops within CPZs.

These bays may be entirely free timed bays or be linked to a paid for parking system. This allows limited free parking after which pay & display charges would apply. The maximum limited free time would usually be 30 minutes.

6.7 Bus (coach) bays

Bus (coach) bays may be considered under very specific circumstances to facilitate picking-up and dropping-off passengers. However, it would generally be expected that any new activity of this nature, particularly where undertaken by private companies, would be considered in advance, and catered for off the public highway.

All such specific-use bays would require an assessment to identify whether they are necessary, safe and feasible, before being considered for implementation. Normally the applicant would be required to cover the cost of the assessment, implementation works and the associated Traffic Management Order.

6.8 Motorcycle parking

Owing to the various destination objectives of motorcyclists specific use motorcycle bays have, in general, been found to be ineffective and lead to very little use and under-utilised kerbside space. Motorcycles are permitted to park perpendicular to the kerb, or where a bay is located on or partially on the footway, wholly within the marked bay.

6.9 Footway parking

In Lewisham, as with other London Boroughs, it is a contravention to park a vehicle wholly or partly on the footway and is therefore subject to a Penalty Charge Notice. This is because footways are provided for pedestrians, and parking vehicles on them causes problems for many people including the visually impaired, people with prams, pushchairs or wheel chairs, and many of us just wishing to walk along the footway.

However, at some locations it is reasonable to allow parking on the footway, for example in streets with very wide pavements and narrow roads. The Council has a procedure to assess applications for footway parking exemptions, incorporating site surveys, suitability against set criteria and public consultation.

Before considering an exemption to the footway parking regulations there must be evidence of a need for an exemption and one or both of the following must apply:

- The carriageway width is less than 10.2 metres
- The footway width is more than 3.6 metres.

Where footway parking is subsequently considered then the following criteria will apply:

- The footway construction must be suitable for the purpose
- It must be shown by public consultation amongst frontages that there would be a majority in support of such a scheme
- There is insufficient or non-existent off-street parking available
- The resultant available footway width will normally be a minimum of 1.8 metres, and 1.2 metres as an absolute minimum, after allowing for overhanging hedges etc.
- Footway parking will not be permitted across vehicular crossings and will terminate a minimum of 1.5 metres either side of the crossing
- Footway parking will not be permitted over pedestrian crossing places
- Footway parking will not be permitted within 1 metre of a fire hydrant or road gully
- Footway parking will not be permitted within 10 metres of a junction
- Sight lines must be maintained at junctions, and around bends
- Footway parking will not be allowed within 12 metres of a bus stop
- Access for emergency vehicles and refuse collection will be given preference to on-street parking provision
- Footway parking will not be allowed to the detriment of cycling facilities
- Footway parking exemption will only apply in an area that is clearly marked on the street with appropriate traffic signs and lines.

6.10 Crossovers

If a person needs to drive across the pavement to get their vehicle into their driveway, then they must, by law, use a purpose built crossover. The Highways Act (1980) enables the Council to construct a vehicular crossover to enable access to private driveways or other parking places. Due to administrative costs, there is an initial charge for applications which is non-refundable.

In some cases, planning permission is required and should be obtained for:-

- Properties on a classified Road;

- Properties in a conservation area;
- A listed building;
- Properties in multiple occupancy;
- An industrial or commercial premises;
- Driveways that do not have provision for natural drainage.

When a change is made such that the crossover is no longer needed, there may be a planning requirement to remove the crossover.

[Further information about crossovers and white bar markings.](#)

6.11 White ‘H’ bar markings at crossovers

Requests for ‘H’ bar markings (basically a white line in front of a formal dropped crossing indicating where people should not park) will be considered where required by local residents, businesses etc. These markings are authorised for highway use in the Traffic Signs Regulations and General Directions (Diag 1026.1), however they are “advisory” and cannot be enforced. A charge will be made to the applicant for this work which is provided on application. This charge will include inspection and contractors fees for implementing the marking.

6.12 Parking at dropped kerbs

Parking adjacent to a dropped kerb is a parking contravention and is subject to a Penalty Charge Notice. The contravention applies where the footway, cycle track or verge has been lowered to the level of the carriageway (or where the carriageway has been raised) to assist:

- pedestrians crossing the carriageway;
- cyclists entering or leaving the carriageway; or
- vehicles entering or leaving the carriageway across the footway, cycle track or verge (e.g. property driveways).

Parking alongside a dropped kerb etc can cause considerable inconvenience and put vulnerable road users at risk. It can also block access to properties causing considerable nuisance to drivers.

Vehicles that are parked close to the dropped kerb but not physically preventing a vehicle from coming or going will not fall under the criteria of the contravention and a penalty will not be issued in such circumstances. The extent of the dropped kerb includes the transition kerb between the higher level and the lowered level of the footway, cycle track or verge.

In instances where a vehicle parks alongside a dropped kerb the Council’s policy is to issue a penalty charge notice to the offending vehicle, subject to the exemptions listed below. Civil enforcement officers will observe for such offences when patrolling their daily patrol route. When a complaint is received by the Council regarding a single incident, response will be subject to best efforts, subject to staff availability and/or being mobile. Where there is a complaint (or series of complaints) regarding persistent and repeated infringements, a patrol route may be modified on a temporary basis but is subject to available resources. In determining allocation of

resources, particular attention will be paid to infringements that impede the passage of those with disabilities.

It would not be the Council's policy to issue a penalty charge notice to all vehicles parked at dropped kerbs in line with the Secretary of States guidance:

“The purpose of these powers is to help prevent inconsiderate or selfish parking causing congestion and road safety problems. To be effective enforcement action may need to be quite severe and so the power should always be used reasonably and with circumspection. Enforcement action should only be taken if the vehicle is causing or is likely to cause a road safety hazard or obstruction to other road users or pedestrians. Restrictions on situations in which the authority can use these powers mean that they may be more suitable for tackling persistent problems than occasional ones.”

The Council will therefore restrict enforcement to those areas where it is believed such parking will cause a daily nuisance. This will mainly be in the town centres where kerbs have been dropped to allow easy wheelchair access.

In line with the guidance, enforcement will only be applied where in the Council's opinion it is clear to the motorist the difference between a regular kerb and a dropped kerb (or a regular carriageway and a raised carriageway).

Exemptions to the contravention of parking at dropped kerbs are:

- alighting from a vehicle
- vehicles used by the fire, ambulance or police services
- where loading or unloading is taking place
- vehicles used for waste collection, building works or road works
- vehicles parked outside a driveway to residential premises with the occupier's consent
- vehicles parked outside a shared driveway to residential premises by, or with the consent of, residents at those premises.

The Council can only respond to a complaint of a vehicle parked outside a single driveway in instances where the complaint has been received from the occupier of the affected premises. In such instances the Council requires the complainant to provide relevant requested information (name, address, contact details) and confirm that they are the occupier.

It is illegal for the owner of a driveway to rent out space on the public highway across the driveway entrance. Where there is evidence that the owner's consent to park across a driveway entrance is based on payment, the vehicle remains liable to the issue of a penalty charge notice.

6.13 Controlled Parking Zones (CPZs)

Where parking for local people and businesses is adversely affected by 'intrusive' parking by commuters or people using local shops, leisure centres etc. a CPZ may be introduced. See section 2 of this document for further details on CPZs.

6.14 Transport for London road network ('red routes')

A number of the main roads within the borough are designated as red routes and come under the control of Transport for London. These roads are designed to allow traffic to flow freely on these major routes and have strict rules regarding stopping, parking etc.

[Rules of red routes.](#)

6.15 School 'Keep Clear' markings

School 'Keep Clear' markings are used adjacent to school entrances/exits to prevent vehicles stopping and increase safety for people crossing in the vicinity. Vehicles should not stop within these marking during the days/times shown on the accompanying sign.

Any new or proposed alterations to School Keep Clear markings would be made during the school holidays and will involve prior consultation with residents and the school.

6.16 Car clubs

Car clubs are becoming a popular resource for people not wishing to own a vehicle. In support of the Council's and the Mayor of London's transport, environment and air quality aspirations the Council is aiming to increase the number of car club / shared vehicles available to residents across the Borough. This recognises the role the car clubs can play in offering residents an alternative to car ownership, thereby freeing up kerbside space for other uses and encouraging sustainable travel.

There are two types of Car Club operating in Lewisham:

Round trip Car Clubs are for Car Club vehicles which park in a designated bay. The vehicle would be picked up and returned to the same bay. Car club vehicles are issued with a virtual permit which allows them to park in their designated bay e.g. within a CPZ area.

Floating Car Club vehicles are available for point to point journeys. Floating car club vehicles are issued with a virtual permit which allows them to park in any resident permit parking place within a CPZ and they may also park normally on a road with no parking restrictions. This means that vehicles do not need to be returned to the same space from which they are taken. Floating car club permits are issued to Council approved car club operators who meet certain eligibility criteria and agree to abide by the terms and conditions of the scheme.

[Further information about car clubs.](#)

6.17 Electric Vehicle Charging Points (EVCP)

Improving local air quality by reducing emissions from road traffic is a priority for Lewisham. Providing an accessible network of electric vehicle charging points will

play a vital role in facilitating the uptake of electric vehicles, which is a necessity to deliver air quality improvements and achieve the Council's ambition to make the borough of Lewisham carbon neutral by 2030.

Electric vehicle ownership in Lewisham is forecast to rise rapidly in the next eight years with an estimated 1,398 plus electric vehicles registered to Lewisham residents and businesses by 2025 (TfL ULEV Delivery Plan).

Electric Vehicle Charging Points are available at a number of on and off-street locations in Lewisham. A range of electric vehicle charging infrastructure will be required to meet the varied needs of residents and commercial electric vehicle users. The Council has developed a Low Emission Vehicle Strategy following a comprehensive review. This sets out the programme and criteria for future charging point provision in the borough.

[Further information about EVCPs](#)

6.18 Overnight lorry parking ban

The Lewisham (Commercial Vehicles) (Weight Restriction) Order 1974 was introduced in order to protect residential roads in the borough from intrusive overnight parking by heavy goods vehicles.

The ban prohibits vehicles over 5 tonnes (gross vehicle weight) from parking on residential streets overnight. This ban also applies to vehicles with more than 12 passenger seats. The lorry ban is in place across the borough and applies between the hours of 6.30 pm and 8.00am. Compliance levels are generally high. This ban restricts parking and does not affect moving vehicles.

Moving vehicles are covered by the London Lorry Control Scheme, a blanket ban on vehicles over 18 tonnes turning off the TLRN onto local borough roads overnight and at weekends. [This is enforced by London Councils.](#)

6.18 Loading period

The Council maintains the London Councils scheme of a 40-minute period for loading or unloading items or other goods from the vehicle and maintain a 10 minute minimum observation period for goods vehicles and 5 minute observation period for passenger vehicles. If loading/unloading activity is not seen within these observation periods enforcement action will be taken.

6.19 Restricted Parking Zones

Restricted Parking Zones (RPZs) are a form of parking control which minimise the need for traditional on-street yellow lines and signs to control parking and loading. They are typically used in town centres.

The fundamental difference in an RPZ is that parking is only permitted in designated bays. Within an RPZ parking outside the bays markings is restricted and a penalty charge notice will be issued

RPZs require signs on entry to the zone, and signs for designated bays, which will be indicated on the road surface in some form (painted lines, different surfacing material etc.) The RPZ may also only operate at certain times (as shown on the entry plates) in which case outside of these times the restrictions will not apply.

6.20 'Permit holders parking only past this point'

'Permit holders parking only past this point' signs are used on single or a small number of roads to control parking without the need to introduce the signing and lining normally associated with larger CPZs. The carriageway is unmarked (removing the need to implement bay markings); however, yellow line and/or loading restrictions may be applied if necessary. Certain bay types may also be included within a permit parking area if absolutely required (e.g. disabled bays), although these will need to be marked on the carriageway and the restriction indicated by the appropriate sign.

6.21 School streets

School streets may be considered outside selected schools that meet set criteria. These schemes close roads outside schools at specific times during the week when children are arriving in the morning and leaving in the afternoon to prioritise access for pedestrians and cyclists during those times.

The objectives of school streets are to:

- tackle congestion
- improve air quality at the school gates
- make it easier and safer to walk and cycle to school
- create a friendlier and calmer environment for everyone.

The Council works closely with schools to determine where the road closure starts and ends (as the entire street may not necessarily need to be closed). Any school street proposal would be subject to public engagement and formal consultation.

[Further details about school streets](#)

6.22 Taxi ranks

In conjunction with TfL's Public Carriage Office the Council may designate a section of public highway as a taxi rank/bay. Taxi ranks are signed with a 'no stopping except taxis' sign to prohibit illegal parking by other vehicles, including private hire vehicles (minicabs).

6.23 Vehicle removals

It is the Council's policy not to remove vehicles parking in contravention of the parking regulations.

Abandoned vehicles may be reported using an online form. [Further details regarding how to report abandoned vehicles.](#)

7. Policy review, programmes and annual report

7.1 Policy review period

This document refreshes all the borough's parking policies, and provides an integrated and accessible parking policy document. This policy is to be reviewed approximately every 5 years, by Mayor and Cabinet.

7.2 Programmes

This policy establishes methodology for programming (with annual review) the consultation, implementation and review of CPZs.

The CPZ Programme operates in accordance with the CPZ scheme rules (see section 2.2), and is prioritised according to the CPZ Programme Appraisal criteria and methodology set out in Appendix 1.

For minor amendments to existing parking restrictions, the Council also delivers an annual programme of Waiting and Loading Restrictions (see section 6.1). The scope of this programme is very limited, and does not generally include changes within CPZs. Requests are considered on the basis of set criteria provided in Appendix 2.

7.3 Annual report

The Council has a statutory duty to report annually on parking related revenue. This policy commits to produce an enhanced and accessible annual report. The Annual Parking Report therefore includes details of the proposed CPZ Programme, the delivery of the previous year's CPZ schemes, and proposed charges for the coming year.

[Link to Annual Parking Reports](#)

7.4 Current parking consultations

This policy establishes a new consultation process for the implementation and review of CPZs. CPZ consultations will be conducted in accordance with the CPZ scheme rules (see section 2.2) and will be based on the consultation and review process set out in Appendix 1.

7.5 Further information

Further information on the current programme, details of any current CPZ consultations, and the latest Annual Parking Report are available on the Council's [Parking web pages](#).

[To request or review a CPZ](#), please use the comments box system on the website.

DRAFT

Appendix 1 – DRAFT Consultation and implementation process for CPZs

TABLE 1 – Consultation and implementation process

	Establishing the programme		Consultation					Implementation		
Step	1 – Criteria to prioritise areas	2 – Financing the programme and Annual Report	3 – Local engagement	4 – Public consultation	5 – Analysis and decision	6 – Publication of results and decision	7 – Record of decision	8 – Statutory consultation (Permanent TMO)	9 – Implementation	10 – Review
Key elements of the stage	<p>STAGE 1 – Assessment of public support</p> <p>Highlight potential CPZ areas from borough-wide consultation data and other requests received. Create a shortlist of CPZ study areas based on assessment of the volume and location of requests using criteria in Table 2,</p> <p>STAGE 2 - Prioritisation</p> <p>From the shortlist, use the criteria in Table 2 to identify a priority for the CPZ consultation programme.</p>	<p>Calculate the cost of consulting and implementing each of the highest priority CPZs.</p> <p>Agree outcome of 'Steps 1-2' with Executive Director, when new additions or changes to the programme are proposed. Include update within the annual report which shows the parking control account for the previous year and schedule of consultations for the coming year</p>	<p>Meet with Ward Councillors and other local community groups to discuss the parking issues and attractors in the area, and agree the boundary for consultation and the consultation process envisaged as part of 'Step 4'.</p>	<p>Consult residents in the consultation area on the available options. There could be a number of stages in this process, depending on the complexity of the CPZ.</p> <p>Provide drop-in events and consult Local Assemblies and TRAs allowing time to raise issues at their meetings if necessary.</p>	<p>Analyse results of consultation.</p> <p>Discuss results with Ward Councillors and agree on whether to proceed with the CPZ.</p>	<p>Publish the results on the Council consultation portal, identifying favoured options for the design and timings of the zone should it be implemented</p>	<p>Review any objections received at statutory consultation stage and amend design if necessary.</p> <p>Report on consultation result and seek formal approval to proceed to implementation.</p>	<p>Conduct statutory consultation on the approved design with groups such as the Police and public transport operators etc.</p> <p>Where appropriate, this part of the process may be varied to use the Experimental TMO process where a CPZ is being introduced alongside other measures.</p>	<p>Implement the zone, and install all associated road markings and signs.</p> <p>Notify residents of the CPZ start-date by letter.</p>	<p>Six months following implementation, review the effectiveness of the CPZ and apply any requested alterations to further improve the function of the CPZ.</p>
Responsibility	Transport Policy and Development	Transport Policy and Development, Finance, Parking Services, Executive Director.	Transport Policy and Development, Local Assembly groups, Ward Councillors	Transport Policy and Development, Comms Team	Transport Policy and Development, Ward Councillors	Transport Policy and Development, Comms Team	Transport Policy and Development. Service Group Manager Highways & Transport.	Transport Policy and Development, TMO Consultant	Transport Policy and Development,, Highways contractor, Parking Services	Transport Policy and Development
Timescales (indicative)	Annual process		Up to 6 months					2 months	2 months	Varies

DRAFT CPZ programme appraisal

Assessment and prioritisation – methodology

As detailed in 'Step 1' of Table 1 above, potential projects will be assessed in two different stages:

Stage 1

All areas are assessed and ranked by the number of public requests for each proposed CPZ consultation area, as set out in Table 2. This would include evidence from the latest available borough-wide survey and also include requests made by members of the public including individual request and petitions from local residents and business owners. Requests received from community bodies such as local assemblies, ward councillors, and resident associations would also be considered. The consultation areas that score the highest will be subject to the second stage. The number of areas that are taken to the second stage will be dependent on the volume of responses received and the resources available to progress the areas through subsequent steps in the process outlined in Table 1.

Stage 2

The highest ranking projects from stage 1 will then be prioritised, based on a comparative assessment of the strength of the evidence. The criteria set out in Table 2 will be used to determine this. This second methodology is designed to prioritise areas with specific circumstances and will present a clear and pragmatic framework to facilitate the prioritisation process.

Urgent implementation

Where new or amended CPZs are required urgently in response to extraordinary or acute issues around safety or access, the CPZ programme may be amended in consultation with the Executive Director of Resources and Regeneration.

Safeguarding against predicted changes to parking stress

Where significant parking problems are predicted as a result of significant levels of development, or transport projects, a presentation of evidence and specific solutions will be considered on a case by case basis, to be approved by Mayor and Cabinet. This may include consultation with residents to influence the design of the CPZ, but not on whether a zone will be implemented.

TABLE 2 – DRAFT CPZ programme appraisal

Category	Criteria	Description
Stage 1	Borough-wide survey results	Requests made via our borough-wide CPZ consultation
	Public requests	Requests for a CPZ made via email, letter, comments box system (online)
	Stakeholder representation	Requests for CPZs via petitions, from ward members, local assemblies, residents associations, and community organisations etc.
Stage 2	Review or Extension of recent CPZ	Reports / Evidence of overspill or safety issues resulting from a previously implemented CPZ suggesting the need for a review / extension of control
	Upcoming new developments	Upcoming new developments, e.g. car-free developments that may have an impact on parking demand in the local area
	Healthy Streets	Evidence that the scheme would help contribute to the Healthy Street approach, including collision data, alignment with the Healthy Neighbourhoods programme and other associated benefits.
	Changes to the transport network	Introduction or changes to local transport hubs or schemes that are anticipated to have an impact on the local parking situation, for example the Ultra Low Emission Zone being extended by TfL to the A205 South Circular Road late in 2021.
	Technical data	Data from technical surveys, such as parking stress surveys.