

### Off-street Penalty Charge Notices

The following matrix provides, by contravention code, the circumstances where the cancellation of a penalty charge might be considered. This information is for guidance only and each Penalty Charge Notice (PCN) case will be considered on its individual set of circumstances.

The '✓' indicates which contravention codes certain situations might lead to cancellation of a penalty charge should relevant and appropriate evidence be provided during the legislative process for PCN administration.

Contravention codes and descriptions for off-street parking management regulations		<b>Blue Badge holders</b> <b>Situation:</b> The CEO did not witness a Blue Badge and/or parking clock on display; or they had fallen off the dashboard; or they were displayed incorrectly or obscured. <b>Guidance:</b> The penalty charge might be cancelled on the first occasion should proof be provided of a valid Blue Badge.	<b>Loading/unloading</b> <b>Situation:</b> The CEO did not witness loading/unloading during the observation period. <b>Guidance:</b> The penalty charge might be cancelled should proof be provided of the loading/unloading of heavy and/or bulky goods where no transaction took place.	<b>Vehicle broken down</b> <b>Situation:</b> The CEO did not witness any evidence of the vehicle being broken down. <b>Guidance:</b> The penalty charge might be cancelled should proof be provided a repair took place, or the vehicle was recovered.	<b>Vehicle stolen</b> <b>Situation:</b> The CEO did not witness any evidence of the vehicle being abandoned after a theft. <b>Guidance:</b> The penalty charge might be cancelled should proof be provided the vehicle was taken without consent of the registered keeper/owner.	<b>Paid for parking (pay&amp;display)</b> <b>Situation:</b> The CEO did not witness evidence the parking session had been paid for; or the ticket had fallen off the dashboard; or the ticket was displayed incorrectly or obscured. <b>Guidance:</b> The penalty charge might be cancelled on the first occasion should proof be provided the driver had registered the parking session, or was in possession of a valid ticket	<b>Permits</b> <b>Situation:</b> The CEO did not witness evidence of a valid the permit for the vehicle; or the permit had fallen off the dashboard; or the permit was displayed incorrectly or obscured. <b>Guidance:</b> The penalty charge might be cancelled on the first occasion should proof be provided the driver had registered the vehicle for the permit area or was in possession of a valid permit.
70	Parked in a loading place or bay during restricted hours without loading		✓	✓	✓		
71	Parked in an electric vehicles' charging place during restricted hours without charging			✓	✓		
73	Parked without payment of the parking charge	✓		✓	✓	✓	✓
74	Using a vehicle in a parking place in connection with the sale or offering or exposing for sale of goods when prohibited				✓		
80	Parked for longer than permitted			✓	✓		
81	Parked in a restricted area in a car park			✓	✓		
82	Parked after the expiry of paid for time			✓	✓	✓	
83	Parked in a car park without clearly displaying a valid pay & display ticket or voucher or parking clock	✓		✓	✓	✓	✓
84	Parked with payment made to extend the stay beyond initial time			✓	✓		
85	Parked without clearly displaying a valid permit where required	✓		✓	✓		✓
86	Not parked correctly within the markings of a bay or space			✓	✓		

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87	Parked in a designated disabled person's parking place without displaying a valid disabled person's badge in the prescribed manner	✓		✓	✓		
89	Vehicle parked exceeds maximum weight or height or length permitted			✓	✓		
90	Re-parked in the same car park within one hour (time may be varied) after leaving	✓		✓	✓		
91	Parked in a car park or area not designated for that class of vehicle			✓	✓		
92	Parked causing an obstruction			✓	✓		
93	Parked in car park when closed			✓	✓		
94	Parked in a pay & display car park without clearly displaying two valid pay and display tickets when required			✓	✓	✓	✓
95	Parked in a parking place for a purpose other than that designated			✓	✓		
96	Parked with engine running where prohibited				✓		