STEVENAGE BOROUGH COUNCIL

ROAD TRAFFIC REGULATION ACT 1984

THE BOROUGH OF STEVENAGE (PERMIT PARKING) (OFF-STREET PARKING PLACES) ORDER 2026

The STEVENAGE BOROUGH COUNCIL (hereinafter referred to as "the Council") pursuant to arrangements made with the County Council of Hertfordshire under Section 19 of the Local Government Act 2000 and the Local Authorities (Arrangements for the Discharge of Functions) (England) Regulations 2000, in exercise of the powers of the said County Council under Sections 32-35C, 46, 46A, 47, 49 and 53, and Part III of Schedule 9, of the Road Traffic Regulation Act 1984 (hereinafter referred to as "the Act of 1984") and of all other enabling powers and after consultation with the Chief Officer of Police in accordance with Part III of Schedule 9 of the Act of 1984, hereby makes the following Order:—

Commencement and citation

1. This Order may be cited as "The Borough of Stevenage (Permit Parking) (Off-Street Parking Places) Order 2026" and shall come into operation on **DD MMMM 202Y**.

Interpretation

2.

1) Save as otherwise defined within this Order each and every expression shall have the meaning assigned to it by the Traffic Signs Regulations and General Directions 2016.

2) In this Order, except where the context otherwise requires, the following meanings have the meaning hereby respectively assigned to them:

"Access Way" means a way that enables ingress to or egress from a Parking Bay

"Car Park" means an area of land that is designated as a Parking Place by this Order.

"Council" means Stevenage Borough Council and includes any parking service contractors or authorised agent appointed by and acting on behalf of the Council for the purposes of any function under the provisions of this Order and as defined by the Traffic Management Act 2004.

"Charging Device" means an installation in or adjacent to a parking place for the purposes of recharging the batteries of an electric vehicle or hybrid vehicle by the means of a connecting lead.

"Civil Enforcement Officer" has the same meaning as defined in the Traffic Management Act 2004, as appointed by or on behalf of Stevenage Borough Council.

"Designated Officer" means an Officer nominated by Stevenage Borough Council to

carry out council functions under the provisions of this order.

“Disabled Parking Bay” means a parking bay identified by a sign or a marking within or adjacent to that parking bay as being for the use of disabled person’s vehicles.

“Disabled person” means a disabled person of a description prescribed by Regulation 4 of the Disabled Persons (Badge for Motor Vehicle) regulations 2000 SI 682.

“Disabled Person’s Vehicle” means a vehicle lawfully displaying a Disabled Person’s Badge in the relevant position and which is a vehicle which, immediately before or after any period of waiting allowed by virtue of a provision of a kind required by Regulation 8 of the Local Authorities Traffic Orders (Exemptions for Disabled Persons)(England) Regulations 2000 SI 683, has been or is about to be driven by a Disabled Person or, as the case may be, has been or is to be used for carrying a Disabled Person or Persons as passengers.

“Driver” means the person driving or having control or charge of the vehicle at any given time and in particular in relation to the vehicle waiting in a parking bay or parking place the person driving it at the time when it was left in that parking place.

“Electric Vehicle” means a vehicle in which the motive power is derived from an electrical storage battery which is not connected to any source of power when the vehicle is in motion.

“Electric Vehicle Parking Bay” means a parking bay identified by a sign or a marking within or adjacent to that parking bay as being for the use of electric vehicles.

“Enactment” means any enactment, whether public general or local and includes any order, byelaw, rule, regulation, scheme or other instrument having effect by virtue of an enactment.

“Goods” means goods of any kind whether animate or inanimate and includes postal packets of any description; “delivering” and “collecting” in relation to goods includes checking the goods for the purpose of their delivery or collection.

“Goods Vehicle” means a motor vehicle that is constructed or adapted for use for the carriage of goods or burden of any description.

“Hours of Operation” means the hours and days of the week during which vehicles left in parking bays in the parking place must display a valid parking permit or visitor voucher as specified in the Schedule to this Order.

“Hybrid Vehicle” means a vehicle in which the motive power is derived from an electrical storage battery, and which also has one or more other energy sources for traction purposes.

“Loading Area” means an area contained within a parking place which is designated to be used for the loading or unloading of vehicle and which is identified by a sign or a marking within or adjacent to that area as being for the loading of vehicles.

“Motorcycle” has the same meaning as defined in section 185(1) of the Road Traffic

Act 1988.

“Motorcycle parking bay” means a parking bay identified by a sign or a marking within or adjacent to that parking bay as being for the use of motorcycles.

“Owner” in relation to a vehicle means the person by whom such a vehicle is kept and/or used.

“Parking Bay” means an area contained within a parking place which is designated for the leaving of one vehicle at a time, unless specifically provided for more than one vehicle, which is indicated by suitable markings on or comprising the surface of the parking place to show the extents of that individual parking bay.

“Parking Permit” means a Business Parking Permit, Caring Visitors Parking Permit, Council Parking Permit, Resident Parking Permit or Special Parking Permit as defined in, and issued under the terms of, The Borough of Stevenage (Permit Parking) Order 2018.

“Parking Place” means an area of land, including any access way, that is provided by the Council under Section 32 of the Act of 1984 for use as an off-street parking place, as designated by Article 3 of and the Schedule to this Order.

“Passenger Vehicle” means a motor vehicle constructed solely for the carriage of passengers and their effects and adapted to carry not more than twelve passengers exclusive of the driver and not drawing a trailer.

“Penalty Charge” means a charge set by the Council in accordance with the Regulations of 2022 and the provisions of Part 6 and Schedule 9 of The Traffic Management Act 2004.

“Penalty Charge Notice” has the same meaning as in the Regulations of 2022.

“Permitted Hours” means the hours and days of the week during which vehicles may be left in the parking place as specified in the Schedule to this Order.

“Relevant Position” means on the dashboard or fascia of the vehicle or where the vehicle is not fitted with a dashboard or fascia in a conspicuous position on the nearside of the vehicle or if in relation to a Disabled Persons Badge in such a position as described in the Disabled Persons (Badge for Motor Vehicle) regulations 2000 SI 682 and in all cases displayed in such a position as to be clearly visible from outside the vehicle’s front or near side.

“Restricted waiting area” means any part of a parking place that is not a parking bay or loading area.

“Vehicle” means motor vehicle, and “motor vehicle" has the same meaning as defined in Section 136 of the Act of 1984.

“Visitor voucher” means a “Resident’s Visitor Parking Voucher” or “visitor voucher” as defined in, and issued under the terms of, The Borough of Stevenage (Permit Parking) Order 2018.

"Telecommunication system" has the same meaning as defined in the Telecommunications Act 1984.

"The Act of 1984" means The Road Traffic Regulation Act 1984.

"The Council" means Stevenage Borough Council.

"The Regulations of 2022" means 'The Civil Enforcement of Road Traffic Contraventions (Approved Devices, Charging Guidelines and General Provisions) (England) Regulations 2022'.

"Universal Service Provider", "Provision of a universal Postal Service" and "Postal Packed" have the same meanings as defined in the Postal Services Act 2011.

3) Any reference in this Order to a numbered article or schedule shall unless the context otherwise requires be construed as a reference to the article or schedule bearing that number in this Order.

4) Any reference in this Order to any enactment shall be construed as a reference to that enactment as amended, applied, consolidated, re-enacted by or having effect by virtue of any subsequent enactment.

5) The restrictions imposed by this Order shall be in addition to and not in derogation of any restriction or requirement imposed by any other regulations made or having effect as if made under the act of 1984 or by or under and other enactment.

6) The Interpretation Act 1978 shall apply for the interpretation of this Order as it applies for the interpretation of an Act of Parliament.

Provisions of the Order

Designation of parking places

3.

1) Each area so designated in the schedule to this order is authorised for use as a parking place at any time.

2) Subject to the provisions of this order, parking places may be used for the leaving at any time only of vehicles of the following classes:

   (a) passenger vehicles the overall height of which does not exceed 2.3 metres and the overall length of which does not exceed 5.25 metres;

   (b) goods vehicles the overall height of which does not exceed 2.3 metres and the overall length of which does not exceed 5.25 metres;

   (c) motorcycles; and

   (d) disabled person's vehicles.

3) Each area within a Parking Place and marked out for the purpose of parking in accordance with the provisions of this Order and not comprising a restricted waiting area or loading area is hereby designated as a parking bay.

4. Save as provided in article 16, where in articles 7 to 11 a parking place is designated for vehicles that display in the relevant position a valid parking permit or visitor voucher, no person shall cause or permit any vehicle to stop or wait in that parking place on the days and at the times of operation specified for that parking place in the schedule unless it is a vehicle on which is displayed in the relevant position a valid parking permit or visitor voucher which indicates the Permit Area Identifier that the schedule of this order specifies for that Permit Parking Place, or the Council's records show that the vehicle holds a valid parking permit or visitor voucher which indicates the Permit Area Identifier that the schedule of this order specifies for that Permit Parking Place.

Parts of a parking place in which vehicles may not be left

5. No person shall cause or permit any vehicle to:

    1) wait in an area designated as a parking place or a parking bay during permitted hours by this order during permitted hours, unless authorised to do so by a provision of this order or with the permission of a designated constable or Civil Enforcement Officer or designated officer; or

    2) be left in an area designated as a parking place unless it is entirely within the confines of a marked parking bay or loading area.

Conditions on the use of a Parking Place

6. No person shall cause or permit any vehicle to enter or be left in the Parking Place or any part thereof unless the vehicle is of a class specified in Article 3.

7. During the hours of operation indicated in the schedule to this order, no person shall cause or permit any vehicle to be left in a parking bay other than a vehicle on which a valid parking permit or visitor voucher which indicates the Permit Area Identifier that the schedule of this order specifies for that Permit Parking Place is displayed in the relevant position, or the Council's records show that the vehicle holds a valid parking permit or visitor voucher which indicates the Permit Area Identifier that the schedule of this order specifies for that Permit Parking Place.

8. No person shall cause or permit any vehicle to be left in a disabled parking bay other than a disabled person's vehicle on which a disabled person's badge is displayed in the relevant position, and during the hours of operation indicated in the schedule to this order on which a valid parking permit or visitor voucher which indicates the Permit Area Identifier that the schedule of this order specifies for that Permit Parking Place is displayed in the relevant position, or the Council's records show that the vehicle holds a valid parking permit or visitor voucher which indicates the Permit Area Identifier that the schedule of this order specifies for that Permit Parking Place.

9. No person shall cause or permit any vehicle to be left in a motorcycle parking bay other than a motorcycle, and during the hours of operation indicated in the schedule to this order on which a valid parking permit or visitor voucher is displayed in the relevant position.

10. No person shall cause or permit any vehicle to be left in an electric vehicle parking bay other than an electric vehicle or hybrid vehicle that is connected to a charging device by means of a connecting lead for the purpose of recharging the vehicle's batteries, and during the hours of operation indicated in the schedule to this order on which a valid parking permit or visitor voucher is displayed in the relevant position.

11. Where a sign or marking within the parking place indicates that a part of that parking place is designated for loading and unloading, no person shall cause of permit any vehicle to wait or be left in that loading area other than for the purpose of loading or unloading goods.

12. No person shall cause or permit any vehicle to wait or be left at any time, including waiting for the purposes of loading or unloading the vehicle, in such a way that the vehicle causes an obstruction or hinderance to the ingress or egress of vehicles on an access way or to the lawful use of the parking place.

13. Where in the parking place signs or markings indicate the direction in which or maximum speed at which a vehicle shall proceed no person shall cause or permit any vehicle to proceed in the parking place other than in the direction or below the maximum speed indicated as the case may be.

14.

1) No person shall use any parking place at any time or any vehicle while it is in a parking place in connection with the sale or offering or exposing for sale of any goods to any person in or near the parking place or in connection with the selling or offering for sale of their skill in handicraft or their services in any other capacity.

2) Provided that nothing in this article shall prevent the sale of goods from a vehicle:

(a) if the vehicle is a passenger vehicle, a goods vehicle, a motorcycle or an invalid carriage and the goods are immediately delivered at or taken into premises adjacent to the vehicle from which the sale is effected; or

(b) if the vehicle is one to which the provisions of article 16(1)(i) apply.

Exceptions from restrictions on waiting by a vehicle in a parking place

15.

1) Notwithstanding the foregoing provisions of this order any vehicle may wait in any part of a parking place if the use of that part has not been suspended and if:

(a) the vehicle is waiting for so long as may be necessary for the purpose of enabling any person to board or alight from the vehicle and load thereon or unload therefrom their personal luggage; or

(b) the vehicle is waiting owing to the driver being prevented from proceeding by circumstance beyond their control or to such waiting being necessary in order to avoid a crash; or

(c) the vehicle is being used for ambulance, fire brigade or police purposes; or

(d) the vehicle, not being a passenger vehicle, is being used in the service of a local authority in pursuance of statutory powers or duties provided that it is reasonably necessary in the exercise of such powers or in the performance of such duties for the vehicle to so wait; or

(e) the vehicle is waiting for so long as may be necessary to enable it to be used in connection with the removal of any obstruction to traffic; or

(f) the vehicle is waiting:

i. while postal packets addressed to premises adjacent to the parking place in which the vehicle is waiting are being unloaded from the vehicle or, having been unloaded therefrom, are being delivered; or

ii. while postal packets are being collected for loading on the vehicle from premises or a post box or post boxes adjacent to the parking place in which the vehicle is waiting or, having been so collected, are being loaded thereon; or

(g) the vehicle, not being a passenger vehicle, is waiting only for so long as may be reasonably necessary to enable it to be used for a purpose specified in article 20(1)(b); or

(h) the vehicle is in actual use in connection with the removal of furniture to or from premises adjacent to the parking place in which the vehicle is waiting; or

(i) in any other case the vehicle is waiting for the purpose of delivering or collecting goods or loading or unloading the vehicle at premises adjacent to the parking place in which the vehicle is waiting and the vehicle does not wait for a period exceeding twenty minutes or for such longer period as a police constable in uniform, a designated officer or a Civil Enforcement Officer may approve.

2) Except as provided by this Order, the driver or person in charge of a vehicle shall not cause or permit a vehicle to wait in a parking place at any time.

3) Nothing in the provision of this Order shall be taken as authorising anything which would be a contravention of any regulations made or having effect as if made under section 25 of the Act of 1984.

Alteration of the position of a vehicle in a parking place

16. Where any vehicle is standing in a parking place in contravention of the provisions of this order, a Civil Enforcement Officer may cause the position of the vehicle to be altered such that its position shall comply with those provisions.

Removal of a vehicle from a parking place

17. Where a Civil Enforcement Officer is of the opinion that any of the provisions contained in this order have been contravened or not complied with in respect of a vehicle left in any part of a parking place or restricted waiting area they may remove the vehicle or cause it to be removed, and where it is so removed shall provide for the safe custody of the vehicle and its contents.

Movement of a vehicle in a parking place in an emergency

18. A police constable in uniform or a Civil Enforcement Officer may, in case of emergency, cause any vehicle left in a parking place to be moved to any place they think fit.

Power to suspend the use of a parking place

19.

1) Any person authorised by the Council or a police constable in uniform may suspend the use of a parking place or any part thereof whenever they consider such a suspension reasonably necessary:

   (a) for the purposes of facilitating the movement of traffic or promoting its safety; or

   (b) for the purposes of any building operation, demolition or excavation in or adjacent to the parking place or the maintenance, improvement or reconstruction of the parking place or the laying, erection, alteration, removal or repair in or adjacent to the parking place of any sewer or of any main, piper or apparatus for the supply of gas, water or electricity or of any telecommunications system apparatus or traffic sign; or

   (c) for the convenience of occupiers of premises adjacent to the parking place on any occasion for the removal of furniture to or from those premises; or

   (d) on any occasion on which it is likely by reason of some special attraction that any street will be thronged or obstructed; or

   (e) for the convenience of occupiers of premises adjacent to the parking places at times of weddings, funeral or on other special occasions; or

   (f) for the purposes of facilitating the cleansing or other maintenance of the parking place.

2) Any person suspending the use of a parking place or any part thereof in accordance with the provisions of paragraph (1) of this article shall thereupon place or cause to be placed in or adjacent to that parking place or part thereof a traffic sign indicating that waiting by vehicles is prohibited.

3) No person shall cause or permit a vehicle to wait in a parking place or any part thereof the use of which has been suspended during the period indicated by a traffic sign placed in pursuance of paragraph (2) of this article provided that nothing in this paragraph shall apply:

   (a) to any vehicle being used for ambulance, fire brigade or police purposes; or

   (b) any vehicle which is waiting for the reason the bay was suspended; or

   (c) to anything done with the permission of the person suspending the use of the parking place or part thereof in pursuance of paragraph (1) of this article; or

   (d) if the vehicle is waiting owing to the driver being prevented from proceeding by circumstances beyond their control or to such waiting being necessary in order to avoid a crash.

Payment for electricity

20. Where a charging device is provided within a parking place, the charging device may apply a monetary fee for the use of electricity at any time. This is not and shall not be considered a fee for parking and may be set and varied by the Council or such other body as may operate the charging device from time to time, subject to such caps and limits as may be set by legislation.

Maximum period a vehicle may be left in a parking place

21.

1) Where a traffic sign indicates that a maximum period of stay applies to a parking bay within a parking place or to part of the parking place, no vehicle shall be left in that parking bay within the parking place, or in that part of the parking place, for longer than the maximum period of stay indicated on that traffic sign.

2) Provided that nothing in this article shall apply to a disabled persons vehicle that is left in a parking bay other than a disabled person's parking bay and upon which a disabled person's badge is displayed in the relevant position.

Interval before a vehicle may again be left in a parking place

22. Where a traffic sign indicates that a period of no return applies to a parking bay within a parking place or to part of the parking place, no vehicle which has left that parking bay within the parking place, or in that part of the parking place, shall return to any parking bay within the parking place, or part of the parking place that is indicated by a similar traffic sign to be subject to a period of no return within the period of no return indicated on that traffic sign.

Eligibility for, and issue, validity, return and withdrawal of, parking permits and visitor vouchers

23. Owners of vehicles will be eligible to apply for parking permits (including duplicate or replacement parking permits) and residents will be eligible to apply for visitor vouchers, and parking permits and visitor vouchers will be issued, as set out in The Borough of Stevenage (Permit Parking) Order 2018.

24. Parking permits and visitor vouchers shall take the form set out in The Borough of Stevenage (Permit Parking) Order 2018, and their validity shall be determined as set out in that order.

25. Parking permits and visitor vouchers may be returned to the Council or withdrawn by the Council set out in The Borough of Stevenage (Permit Parking) Order 2018.

Liability

26. Vehicles are parked at the owner's risk and the Council shall not be liable for any damage to or theft of a vehicle or its content while the vehicle is left in the parking place.

Penalty Charges

27.

1) If a vehicle (other that a vehicle otherwise exempted by this order) is left at any time in contravention of any provision of this order a penalty charge shall be payable.

2) In the case of a vehicle in respect of which a penalty charge is payable, a penalty charge notice may be issued by a Civil Enforcement Officer in uniform in accordance with the Regulations of 2022.

28. The penalty charge shall be paid to Stevenage Borough Council in accordance with the instructions and within the time limits specified on the penalty charge notice.

29. The period for which a vehicle may be left in a parking place during the permitted hours after a penalty charge has been issued shall not exceed one hour.

30.

1) Where a penalty charge notice has been attached to a vehicle in accordance with the provisions of this order, no person, not being the driver of the vehicle, shall remove the notice from the vehicle unless authorised to do so by the driver of the vehicle.

2) Provided that nothing in this article shall apply to a Civil Enforcement Officer or police constable in uniform or a person removing the vehicle in pursuance of an arrangement made by a police constable in uniform or under the regulations in pursuance of powers contained in sections 99, 100, 101 and 102 of the Act of 1984.

IN WITNESS whereof

The Common Seal of the)
Stevenage Borough Council)
was hereunto affixed this)
day of)
202Y)
in the presence of:—)

Authorised Signatory

Schedule

Part 1: Designation of Parking Places

Item number	Name of Parking Place	Description	Permitted hours	Hours of operation	Permit identifier
1	Brent Court Car Park	Those off-street areas accessible from Silam Road and coloured red on the attached plan with the reference number TPE/03/25-3/BD1 including the parking areas created after redevelopment works.	At any time	8am to 8pm, Monday to Sunday	BD1 (BC)

Item number	Name of Parking Place	Description	Permitted hours	Hours of operation	Permit identifier
2	Harrow Court Car Park	Those off-street areas accessible from Silam Road and coloured magenta on the attached plan with the reference number TPE/03/25-3/BD1	At any time	8am to 8pm, Monday to Sunday	BD1 (HC)
3	High Plash Car Park	Those off-street areas accessible from Silam Road and Cuttys Lane coloured cyan on the attached plan with the reference number TPE/03/25-3/BD1	At any time	8am to 8pm, Monday to Sunday	BD1 (HP)

Part 2: Plan incorporated into The Borough of Stevenage (Permit Parking) (Off-Street Parking Places) Order 2026

Plan number: TPE/03/25-3/BD1