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# **London Borough of Lewisham parking policy**

October 2014

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## Contents

<b>1. Parking in the borough</b>	<b>5</b>
1.1 Car parks	
1.2 Street parking	
<b>2. Controlled Parking Zones (CPZs)</b>	<b>6</b>
2.1 Existing operational CPZs	
2.2 Parking in CPZs – scheme rules and regulations	
<b>3. CPZ permits and concessions</b>	<b>9</b>
3.1 Resident permits	
3.2 Business permits	
3.3 Visitor permits	
3.4 Carer permits	
3.5 Charity permits	
3.6 Z (borough-wide) permits	
3.7 Health Trust permits	
3.8 Lewisham Hospital staff permits	
3.9 Lawn bowls permits	
<b>4. Paying for your parking</b>	<b>14</b>
4.1 Pay & display	
4.2 How to pay for your permit	
4.3 How to pay your parking Penalty Charge Notice (PCN)	
<b>5. Disabled parking</b>	<b>15</b>
5.1 The Blue Badge scheme	
5.2 How to apply for a Blue Badge	
5.3 Parking restrictions for Blue Badge holders	
5.4 Disabled parking in CPZ	
5.5 Residential disabled bays	
5.6 Reviewing disabled parking provision	
<b>6. Parking restrictions</b>	<b>19</b>
6.1 Waiting and loading restrictions	
6.2 Special events	
6.3 Suspensions and dispensations	
6.4 Funerals	
6.5 Loading bays	
6.6 Short stay bays	
6.7 Bus (coach) bays	
6.8 Motorcycle parking	
6.9 Footway parking	
6.10 Crossovers	
6.11 White 'H' bar markings at crossovers	
6.12 Parking at dropped kerbs	
6.13 Controlled Parking Zones	
6.14 Transport for London road network ('red routes')	
6.15 School 'Keep Clear' signs	
6.16 Car clubs	

- 6.17 Overnight lorry parking ban
- 6.18 Loading period
- 6.19 Restricted Parking Zones
- 6.20 Permit holders parking only past this point
- 6.21 Taxi ranks
- 6.22 Vehicle removals

**7. Policy review, programmes and annual report**

**26**

- 7.1 Policy review period
- 7.2 Programmes
- 7.3 Annual report
- 7.4 Current parking consultations
- 7.5 Further Information

## Introduction

This document sets out Lewisham Council's policies on parking in the borough. It responds to the Council's 2012/13 comprehensive review of parking policy, which included a detailed consultation exercise on all aspects of parking, including charges.

[The outcome of the review was reported to Mayor and Cabinet on 10 April 2013](#) along with 37 recommendations.

This policy provides an integrated and accessible parking policy document which will be reviewed at least every three 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 [Local Implementation Plan \(LIP\)](#). The goals, objectives and outcomes for the LIP have been developed within the framework provided by the [Mayor of London's Transport Strategy](#), but they also reflect local policies and priorities and as such are aligned with the Council's [corporate priorities](#) and the [Sustainable Community 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 eight of the objectives in the Council's LIP:

- Reduce the number of road traffic collisions and improve safety and security on the public transport network
- Enhance Lewisham's natural environment and open spaces
- Create a low emissions transport system and a resilient transport network
- Support and promote healthier and more physically active lifestyles
- Improve the quality and connectivity in and around town centres
- Reduce congestion and maximise efficiency of the transport network
- Improve access to jobs, training and services, regardless of social background and physical and mental health
- Improve the urban environment, including the design and condition of highways and footways.

## 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 car charging bays](#)
- Taxi ranks

## 2. Controlled Parking Zones (CPZs)

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

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 sets out the hierarchy to be applied when designing a parking scheme and in allocating spaces. The hierarchy to be applied is as follows (a higher priority within these groups is given for people with mobility impairment):

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

Complicating matters further is the increase in car ownership and the insatiable demand for parking spaces along with the need to reduce the harmful effects of car use on the environment.

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 ensures 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 Regulations 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 car parks in the surrounding areas. The Council has multiple transport links into central London which makes it a very real risk. This is especially the case as Lewisham is just inside zone 2 with cheaper fares and at the end of 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 to London but becomes more difficult the further into London they travel as 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.
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 (who vote) 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, such as new car-free developments with a Section 106 agreement that prohibits the entitlement of a permit to park within a CPZ, or existing housing estates with off-street parking provision.

## **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 2.
13. The CPZ programme will be approved annually by the Executive Director of Resources and Regeneration in line with this policy.
14. New CPZs have a review period of 12-18 months built into the implementation process. There is no longer term review period. Instead, the need to review 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, 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.
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 a 3 month period or a 12 month period.
19. A concessionary rate is available to resident permit holders with the most efficient vehicles (i.e. Tax Bands A-B).
20. Business parking permits can be purchased for a 6 month period or a 12 month period.
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. 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. A refund is not offered for visitor or concessionary rate permits. If you are still in possession of a paper resident/business permit a refund is calculated from the date the Council receives the surrendered permit.
25. The parking permit charges are frozen at the existing levels until the 2015/16 financial year and will be reviewed annually thereafter to take account of financial pressures.
26. The public will be consulted on any future charge increases that exceed inflation.
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
- Z permits (all zone business permits)
- Health Trust staff permits
- Lewisham Hospital staff permits
- Lawn bowls club permits

[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](mailto: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 Core Strategy Policy 14 (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 purchase quarterly or annually. A concessionary resident permit rate is available to residents with the most fuel efficient vehicles (i.e. Tax Bands A-B).

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.

Upon application, a book of 10 one hour visitor parking permits will be provided free of charge to all households that currently have at least one paid for resident parking permit holder per annum.

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 3.5 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 6 or 12 months. Business contract spaces for off-street car parks are available at commercial rates.

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.

### **3.3 Visitor permits (resident)**

Visitor permits are available 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 Core Strategy Policy 14 (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.

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

On application, a book of 10 visitor parking permits (1 hour) will be provided free of charge to all households that currently have at least one resident parking permit holder.

On application, a book of 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. 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 4 hours parking for any specific vehicle on any particular day.

As the permit is not vehicle specific, if a permit is lost or stolen, it would not be replaced whilst still valid. The resident will be responsible for ensuring the permit is returned to them after each visit for future use.

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 Z permits (all zone business permits)**

The Z 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 Z permit allows the holder to park in any on-street permit bay in any CPZ, unlike the 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 Health Trust permits**

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 a parking attendant 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, incorporating a clock similar to that issued with a Blue Badge, set at the time of parking, as parking is time-limited to 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 Lewisham Hospital staff 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 the CPZs surrounding the hospital. The number allocated to the hospital was established where under-utilised space was identified 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.

The annual charge for each permit is £60, the equivalent rate for a six month resident permit.

## **4. Paying for your parking**

### **4.1. Pay & display**

The Council has introduced an alternative to paying for your parking using pay & display machines. The intention is to look 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 via their mobile phone.

[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](mailto: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.](#)

##### **Residential disabled bays in CPZs**

Where residential disabled bays are required in CPZs, only Mandatory Disabled Bays will be permitted.

Advisory Disabled Bays are not permitted in CPZs because they operate on an informal basis and cannot be enforced.

For more information on residential disabled bays, including how to apply for a disabled bay, see section 5.5.

## **5.5. Residential disabled bays**

### **Advisory bays (not available in CPZs)**

Advisory disabled bays operate on an informal basis. They have no legal standing, but are represented by a 'disabled' bay marking on the carriageway. This indicates to neighbours and visitors to respect the needs of a Blue Badge holder living nearby.

The Council has no powers to stop commuters, visitors or other residents from using this type of bay. They are a courtesy bay only and are not enforceable. If non Blue Badge holder parks in these bays the Council does not have the ability to take action.

Outside CPZs where parking controls do not exist this type of bay is introduced in the first instance in many cases this will solve the access problem. These bays are relatively cheap to install as they do not require a traffic order.

Blue Badge holders who have a vehicle registered at their home address in the borough (and do not live within a CPZ) can apply for an Advisory Residential Disabled Bay. If you are not the driver, the driver must be your recognised carer and must reside full time at the same address as you.

However, please note that not all applications will be successful. The Council must check that it is safe, necessary and feasible to introduce a disabled bay, and will need to take a number of other factors into consideration, including (but not limited to) maintaining the safe and smooth flow of traffic, maintaining access to and from the highway, and managing parking demand. This may include consultation with near neighbours. If objections to the consultation are received these must be considered by the Council before agreeing to the implementation of a bay.

There is no charge to the individual for the implementation of these bays. The cost to the Council is not significant and involves a limited amount of lining work.

You can apply for an advisory residential disabled bay by sending a completed application form by email to [highways@lewisham.gov.uk](mailto:highways@lewisham.gov.uk) or by post to:

Laurence House  
1 Catford Road  
London  
SE6 4RU

### **Mandatory bays**

Mandatory disabled bays have formal status on the highway. They are underpinned in law by a Traffic Regulation Order which means that the bay is legally enforceable.

Parking in a mandatory disabled bay without displaying a valid Blue Badge is therefore likely to incur a Penalty Charge Notice.

Mandatory bays will be considered when it is established that parking within close proximity of the resident's property proves difficult. Once implemented, the bays can only be utilised by Blue Badge holders. However, they are not for the sole use of the resident for which the bay was implemented.

Drivers issued with a Blue Badge who have a vehicle registered at their address are eligible to apply for an mandatory disabled parking bay.

However, please note that not all applications will be successful. The Council must check that it is safe, necessary and feasible to introduce a disabled bay, and will need to take a number of other factors into consideration, including (but not limited to) maintaining the safe and smooth flow of traffic, maintaining access to and from the highway, and managing parking demand. A statutory consultation is required prior to the legal traffic order being made. This may include consultation with near neighbours. If objections to the consultation are received these must be considered by the Council before preparing the traffic order to introduce the disabled parking bay.

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

However, there are some costs to the Council. As mandatory bays are enforceable, they 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.

Mandatory bays also offer the user a higher level of service, as the enforcement ensures that the bays are restricted for use by disabled people.

The cost of making a traffic order is in the region of £2,000. 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 mandatory residential disabled bay by sending a completed application form by email to [highways@lewisham.gov.uk](mailto:highways@lewisham.gov.uk) or by post to:

Laurence House  
1 Catford Road  
London  
SE6 4RU

## **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.
- As part of the CPZ Programme, any advisory bays in CPZs will be removed or (where the applicant meets the current criteria) replaced with mandatory 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. The majority of the cost of introducing such restrictions is associated with changing the Traffic Management Order (TMO). To make the process more cost efficient requests are evaluated and, if approved, batched together into a single annual TMO.

### **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, 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.

### **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 free of charge in CPZs, provided they park perpendicular to the kerb. From a policy perspective, this reflects the smaller amount of kerb-side space required by motorcycles.

## **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 extra permissions will be required such as:

- within conservation areas, planning permission will be required to change the use of an off street area to allow parking. A new crossover will not be considered until the necessary planning permission has been obtained

[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.

## **6.16 Car clubs**

Car clubs are becoming a popular resource for people not wishing to own a vehicle..

As car clubs are usually operated by private companies, car club vehicles using their designated bays in a CPZ are required to display a business permit charged at the usual rate.

[Further information about car clubs.](#)

## **6.17 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 18.5 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 national scheme of a 20-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. Roads signed this way cannot include paid-for parking such as pay & display or pay by phone parking. The carriageway is unmarked (removing the need to implement bay markings); however, yellow line and/or loading restrictions may be applied if necessary.

## **6.21 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).

## **6.22 Vehicle removals**

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

## **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 at least every three years, by Mayor and Cabinet.

### **7.2 Programmes**

This policy establishes a prioritised 3-year programme (with annual review) for 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 2.

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 cost, feasibility, and local impact.

### **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 and the delivery of the previous year's CPZ schemes.

### **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.



## Appendix 1: Consultation and implementation process for CPZs

	Establishing the programme			Consultation and Implementation					Review Period	
Step	1 – Criteria to prioritise areas	2 – Develop proposal for the area	3 – Financing the programme and Annual report	4 – Local Assembly engagement	5 – Public consultation and Design of the zone	6 – Publication of results	7 – Statutory consultation (Experimental TMO)	8 – Implementation	9 – Snagging and Objections	10 – Statutory consultation for permanent TMO
Key elements of the stage	Use criteria developed to identify areas for further consultation in the coming year	Develop a proposal for the area that - Identifies the attractors, possible options available from the attractor matrix and the proposed area for consultation	Based on the agreed area to be consulted calculate the cost of consulting and implementing each zone. Publish this alongside the annual report which shows the parking control account for the previous year and Schedule of consultations for the coming year	Meet with Local Assembly coordinating group to discuss the attractors in the area, the timings of the zone and the area to be consulted. Also highlight the approach to disabled bays.	Consult residents in the agreed area on the agreed options and proposed design of the zone. Provide drop-in events and allow Local Assemblies and TRAs time to raise issues at their meetings if necessary. Also highlight the approach to disabled bays.	Publish the results of the consultation on the web, identifying which options were favoured for the timings and area of the zone to be implemented	Statutory consultation on the experimental TMO with groups such as the Police and public transport operators etc. 21 days have been allowed for the drafting and advertising of the TMO followed by the 21 days statutory consultation period.	Implementation of the zone including all lines, signs and letters to residents	A six month period to allow residents and others to object to the zone or suggest changes. This will be a 6 month period and once closed any amendments will be made to the TMO	Amend experimental TMO following step 9. Statutory consultation on the permanent TMO, followed by implementation of changes on-site.
Responsibility	CPZ Team, Transport Policy Team	CPZ Team, Transport Policy Team	CPZ Team, Transport Policy Team, Finance, Parking Services	CPZ Team, Transport Policy Team, Local Assembly co-ordinating groups	CPZ Team, Transport Policy Team, Comms Team	CPZ Team, Comms Team	CPZ Team, Transport Policy Team, TMO Consultant	CPZ Team, Highways contractor	CPZ Team, Transport Policy Team, TMO Consultant	CPZ Team, Transport Policy Team, TMO Consultant, Highways contractor
Time-scales	Annual Process			6 Months			6 weeks	2 Months	6 Months	2 Months

## Appendix 2: CPZ programme appraisal

CPZ Programme Appraisal - Example Worksheet			Corporate Priorities				Proposed CPZ (New / Extension / Review)										
			2. Greater say for residents	5. Safer Lewisham	8. Keeping Lewisham moving	9. Strengthen the local economy	Weighting	CPZ 1		CPZ 2		CPZ 3		CPZ 4		CPZ 5	
	Criteria	Description					Score	Weighted	Score	Weighted	Score	Weighted	Score	Weighted	Score	Weighted	
Formal public survey data	1. Large scale parking survey data.	Evidence from previous borough-wide survey that identifies a likely demand for a CPZ	✓		✓		3	0	0	2	6	2	6	0	0	0	
	2. Previous CPZ consultation data	Evidence from previous CPZ consultations that identified demand close to the 50% threshold	✓		✓		2	2	4	0	0	0	0	0	0	0	
Direct public representation	3. Public requests	Requests, complaints or enquiries about parking pressure in an area	✓		✓		2	2	4	2	4	2	4	1	2	2	4
	4. Stakeholder representation	Representation or petitions from stakeholders, such as ward members, local assemblies, residents associations, community organisations etc.	✓		✓		2	2	4	2	4	1	2	1	2	1	2
	5. Review or Extension of recent CPZ	Reports / Evidence of overspill or safety issues resulting from a recently implemented CPZ suggesting the need for a review / extension of control		✓	✓		3	2	6	3	9	0	0	0	0	0	0
Technical data	6. Parking studies	Parking studies undertaken by the Council or developers (looking at street capacity, parking need and demand)		✓	✓		1	1	1	0	0	0	0	0	0	0	0
	7. Road Safety	Evidence of existing or developing road safety issues resulting from high parking demand		✓	✓		1	1	1	0	0	0	0	0	0	0	0
Local Changes	8. Supporting the economy	Evidence of the need for a CPZ to support strategic infrastructure, town centres, or sustainable development (such as car-free developments) to manage the impact on surrounding residential streets.		✓	✓	✓	1	2	2	0	0	0	0	2	2	0	0
	9. Transport hubs	Introduction or changes to local transport hubs that will have / has had an impact on the local parking situation.			✓		2	0	0	0	0	1	2	2	4	2	4
								<b>22</b>	<b>23</b>	<b>14</b>	<b>10</b>	<b>10</b>					

## **Appendix 2: CPZ programme appraisal (notes)**

### **Scoring methodology**

Projects will be scored out 3 for each applicable criterion. Each criterion is weighted to reflect the local demand for a CPZ, as well as the technical need for a CPZ, and hence the likelihood of a "successful" consultation - i.e. results in a CPZ being introduced.

Each score is based on a comparative assessment of the strength of the evidence. Criteria 1-5 are judged to reflect the level of community support, or likelihood of majority support. Criteria 6-9 are judged on the basis of the strength of technical evidence. Due to the wide variety of forms of evidence from both community and technical sources, thresholds for scores 0-3 are not defined formulaically, but are based on a comparative judgement by experienced officers. This methodology is therefore designed to present a clear and pragmatic framework to facilitate the prioritisation process, to maximise transparency and allow for structured and open challenge.

### **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.