



PARKING ENFORCEMENT PROTOCOL

Version Control

Version 1	20 March 2017	
Version 2	10 June 2022	Sunday parking and general updates.
Version 3	20 October 2022	Electric vehicles.
Version 3.1	29 November 2022	Electric vehicle bay impounds.
Version 4	1 February 2023	Persistent Evader/Offenders and Footway/Dropped Crossing changes
Version 5	30 May 2023	Replaced Zones N1 to N5 & S1 to S4 with Zones prefixed with N or S
Version 6	23 January 24	Addition of Transport (Scotland) Act 2019

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Introduction to the Parking Enforcement Protocol

This document details the Parking Enforcement Procedures in Edinburgh. The purpose of the Parking Enforcement Protocol is to:

- ensure that enforcement requirements and policies are clear and understandable for members of the public, Parking Attendants and for all Council staff,
- have a centrally held document and single point of reference where enforcement policy is documented and can be updated easily when necessary, and
- improve consistency when enforcing the parking regulations in Edinburgh and when issuing parking tickets/Penalty Charge Notices (PCNs).

Each type of parking restriction is covered by a separate section which clarifies the associated restrictions and lists the exemptions to enforcement (e.g., Section 1 covers yellow lines). Each section includes an illustration showing how the restrictions are indicated on the street along with a written explanation of how they work.

We now issue electronic residents' and motorcycle parking permits, so there is not always a requirement for a paper permit to be displayed. Parking Attendants can check for valid electronic permits using their hand-held devices whilst on patrol.

Notes

Any exemptions listed in the Notes sections for each contravention specified within this document will not be applied to vehicles which are Persistent Evaders (vehicles which have three or more outstanding unpaid notices) or Persistent Offenders (vehicles which have incurred five or more paid notices in the previous three calendar months).

Parking Attendants will issue a Penalty Charge Notice (PCN) to any broken-down vehicles which are parked in contravention of the regulations, however the PCN may then be cancelled upon appeal to the Council if proof of the breakdown is provided.

No PCNs should be issued until the parking restrictions have been in force for a full five minutes, this may not apply to Persistent Evaders or Persistent Offenders.

Any vehicle issued with a PCN can be removed to the Council's car pound. Section 12 of the Protocol outlines the relevant procedures and exemptions and Appendix 3 details the order in which vehicles are prioritised for removal.

Parking restrictions are not enforced on parking holidays. The dates of [parking holidays in Edinburgh](#) are updated regularly on the Council's website.

Privacy Notices

To deliver our services, we need to collect, store, use, share and dispose of personal information. This is known as data processing. When we collect personal data, we must tell you why we need it, and what we will do with it. This information is called a privacy notice. The [parking privacy notices](#) can be viewed on our website.

Section 1 – Yellow Lines

Part A – Yellow Lines Without a Loading Prohibition

PCN Contravention Code 01 – Parked in a restricted street during prescribed hours.

Yellow lines indicate where parking is not permitted during controlled hours, they can either be in single or double form. Single yellow lines only operate for part of the day while double yellow lines operate at all times. The restriction applies equally to the carriageway and to the adjacent footway or verge.

Single Yellow Lines (SYL)



- No waiting during the restricted hours, as displayed on the associated sign.
- Signs are not required at single yellow lines within a controlled parking zone (CPZ) unless the times of restrictions differ from those of the CPZ, shown on zone entry plates. An example of this is on main traffic routes where restrictions start or end at different times.
- The hours of restriction within the central controlled zone are 8:30am to 6:30pm Monday to Saturday and 12.30pm – 6.30pm on Sunday. The hours of restriction within the peripheral and extended controlled zones are 8:30am to 5:30pm Monday to Friday.

Double Yellow Lines (DYL)



- No waiting at any time.
- Signs are no longer required at double yellow lines as the restriction always applies.

Notes

- Loading / Unloading of a vehicle is permitted for periods of up to 30 minutes provided it is necessary for the vehicle to be waiting at the location.
- Vehicles can be granted longer periods to carry out loading and unloading activities by applying for a dispensation. Please see Appendix 1.
- Parking Attendants will observe private vehicles on yellow lines for five minutes, or liveried goods vehicles for ten minutes, when they are parked on the carriageway to check for loading activity, before issuing a Penalty Charge Notice (PCN).
- Any vehicle parked on a footway or verge where an adjacent yellow line also applies may be issued with an instant PCN and may be removed to the car pound.
- Any vehicle parked adjacent to a pedestrian crossing dropped kerb, such as at a junction or pedestrian island, may be issued with an instant PCN and may be removed to the car pound.
- Vehicles should be moved on by a Parking Attendant if the driver is present and no loading/unloading is witnessed. If the driver is not present, or if the driver refuses to move, the Parking Attendant will issue a PCN after the appropriate observation period.
- Vehicles are not permitted to return to a location to load and unload again until 30 minutes have elapsed since the end of the last period of waiting.

- Goods should not be deposited on the carriageway, except immediately at the rear of the vehicle, and no goods should be permitted to remain on the carriageway before the arrival or after the departure of the vehicle.

Exemptions to Enforcement

- (1) vehicles while being used for fire and rescue, ambulance or police service purposes.
- (2) vehicles, not being passenger vehicles, while being used in the service of the local roads authority in pursuance of statutory powers or duties: provided that in all the circumstances it is reasonably necessary in the exercise of such powers or duties or the performance of such duties for the vehicle to wait or stop at the place in which it is either waiting or stopped.
- (3) taxis while:
 - a. waiting upon a duly authorised taxi stance;
 - b. and the driver is within the vehicle;
 - c. and the vehicle is available for immediate hire.
- (4) invalid carriages or motor vehicles which are being driven or used by disabled persons and which conspicuously display, so as to be clearly visible from the front of the vehicle, a valid disabled blue badge.
- (5) vehicles waiting while goods are being sold or offered for sale by a person who is licensed by the Council to sell goods from a stationary vehicle on an approved pitch and which is waiting for such purpose on a pitch.
- (6) to enable a vehicle in actual use or materially necessary for such purposes, provided that the said vehicle cannot conveniently be used for the same purpose either in any other road not being a restricted road or outwith the prohibited hours, to be used, in or adjacent to that or any other restricted road in connection with any:
 - a. building operation; or
 - b. demolition; or
 - c. laying, erection, alteration or repair of any sewer or of any main, pipe or apparatus for the supply of gas, water or electricity or of any electronic communications apparatus; or
 - d. excavation,
 provided that, in the case of any of the operations described in sub-paragraphs (iii) and (iv), the said operation, or operations, are to be conducted within the extents of the road.
- (7) to enable a vehicle in actual use or materially necessary for such purposes, provided that the said vehicle cannot conveniently be used for the same purpose either in any other road not being a restricted road or outwith the prohibited hours, to be used in connection with any:
 - a. cleansing or lighting of any restricted road; or
 - b. removal of any obstruction to traffic on any restricted road; or
 - c. maintenance or improvement or reconstruction of any restricted road; or
 - d. placing, maintenance or removal of any traffic sign or parking meter on any restricted road.
- (8) to enable a person to board or alight from the vehicle or to load thereon or unload therefrom his personal luggage: Provided that no vehicle shall so wait or stop in any

such road described in Schedule 1 or 2 during the prohibited hours for longer than two minutes.

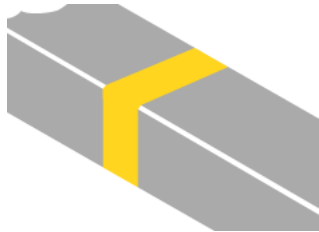
- (9) when the person in control of the vehicle is:
 - a. required by law to stop; or
 - b. is obliged to stop in order to avoid an accident; or
 - c. is prevented from proceeding by any circumstances beyond their control, where the said circumstance relates directly to the movement, or otherwise, of traffic on the road.
- (10) if the vehicle is in actual use in connection with a funeral undertaking.
- (11) if the vehicle is in the service of, or is being employed by, a security company and is in actual use while currency or other valuables:
 - a. are being unloaded from the vehicle; or
 - b. having been unloaded from the said vehicle, are being delivered; or
 - c. are being collected from premises adjacent to that road for loading onto the vehicle; or
 - d. having been collected from the said premises, are being loaded onto the vehicle.
- (12) if the vehicle, being a liveried vehicle, is in the service of, or is being employed by, a universal service provider and is in actual use while postal packets:
 - a. addressed to premises adjacent to that road are being unloaded from the vehicle; or
 - b. addressed to premises adjacent to that road having been unloaded from the said vehicle, are being delivered; or
 - c. are being collected from postal boxes or premises adjacent to that road for loading onto the vehicle: or
 - d. are being loaded onto the vehicle.
- (13) The vehicle, not being a passenger vehicle, is in actual use in connection with the removal of furniture to or from one office or dwelling house adjacent to the place from or to another office or dwelling house.

Part B – Yellow Lines with a Loading Prohibition

PCN Contravention Code 02 – Parked or loading / unloading in a restricted street where waiting and loading / unloading restrictions are in force.

Yellow lines which have a loading prohibition in place indicate where waiting and loading / unloading is not permitted. A loading prohibition can either be for part of the day, indicated by one kerb mark and the relevant times on a sign or all the time indicated by two kerb markings. No signs are required where the loading prohibition applies at all times. The restriction applies equally to the carriageway and to the adjacent footway or verge.

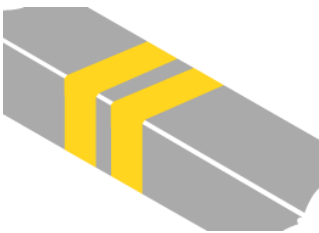
Single kerb marking – a part-time loading prohibition



**No loading
Mon - Sat
8.30 am - 6.30 pm**

- No waiting or loading / unloading during the times of the loading prohibition (as displayed on the relevant sign).
- Loading restrictions are usually found on main traffic routes or near to schools, prohibiting drivers from waiting at the roadside during hours of peak traffic flow.

Double kerb marking – a 24 hours loading prohibition



- Will only apply where double yellow lines are present.
- No waiting or loading / unloading is allowed at any time.
- Signs are no longer required at this restriction and those that have been in place will be removed over time.

Notes

- Parking Attendants will issue an instant Penalty Charge Notice to any vehicle parked at a yellow line during a loading prohibition. This applies if the vehicle is parked on the carriageway or the adjacent footway or verge and where a dropped crossing is present.
- Outwith the loading prohibition times, the waiting restriction may still apply. Vehicles parking incorrectly on the footway or verge may still be issued with an instant Penalty Charge Notice. Furthermore, any vehicle parked adjacent to a pedestrian crossing dropped kerb, such as at a junction or pedestrian island, may also be issued with an instant PCN and may be removed to the car pound.
- Vehicles should be moved on if the driver is present. If the driver is not present, or if the driver refuses to move, the Parking Attendant will issue an instant Penalty Charge Notice.
- Incorrectly parked vehicles may also be removed to the car pound.

Exemptions to Enforcement

- (1) to enable a vehicle in actual use or materially necessary for such purposes, provided that the said vehicle cannot conveniently be used for the same purpose either in any other road not being a restricted road or outwith the prohibited hours, to be used, in or adjacent to that or any other restricted road in connection with any:
 - a. building operation; or
 - b. demolition; or
 - c. laying, erection, alteration or repair of any sewer or of any main, pipe or apparatus for the supply of gas, water or electricity or of any electronic communications apparatus; or
 - d. excavation,provided that, in the case of any of the operations described in sub-paragraphs (iii) and (iv), the said operation, or operations, are to be conducted within the extents of the road.
- (2) to enable a vehicle in actual use or materially necessary for such purposes, provided that the said vehicle cannot conveniently be used for the same purpose either in any other road not being a restricted road or outwith the prohibited hours, to be used in connection with any:
 - a. cleansing or lighting of any restricted road; or
 - b. removal of any obstruction to traffic on any restricted road; or
 - c. maintenance or improvement or reconstruction of any restricted road; or
 - d. placing, maintenance or removal of any traffic sign or parking meter on any restricted road.
- (3) to enable a person to board or alight from the vehicle or to load thereon or unload therefrom his personal luggage: Provided that no vehicle shall so wait or stop in any such road described in Schedule 1 or 2 during the prohibited hours for longer than two minutes.
- (4) when the person in control of the vehicle is:
 - a. required by law to stop; or
 - b. is obliged to stop in order to avoid an accident; or
 - c. is prevented from proceeding by any circumstances beyond their control, where the said circumstance relates directly to the movement, or otherwise, of traffic on the road.
- (5) if the vehicle is in actual use in connection with a funeral undertaking.
- (6) if the vehicle is in the service of, or is being employed by, a security company and is in actual use while currency or other valuables:
 - a. are being unloaded from the vehicle; or
 - b. having been unloaded from the said vehicle, are being delivered; or
 - c. are being collected from premises adjacent to that road for loading onto the vehicle; or
 - d. having been collected from the said premises, are being loaded onto the vehicle.
- (7) if the vehicle, being a liveried vehicle, is in the service of, or is being employed by, a universal service provider and is in actual use while postal packets:
 - a. addressed to premises adjacent to that road are being unloaded from the vehicle; or
 - b. addressed to premises adjacent to that road having been unloaded from the said vehicle, are being delivered; or
 - c. are being collected from postal boxes or premises adjacent to that road for loading onto the vehicle: or
 - d. are being loaded onto the vehicle.

Section 2 – Pay and Display Parking Places

Parking places for public pay and display parking can be marked individually, in a block of bays or as a longer place.



PCN Contravention Code 05 - Parked after the expiry of paid time.

- In the case of a vehicle displaying an expired pay and display voucher, or having an expired cashless parking session, a Parking Attendant will wait until five minutes after the printed expiry time on the voucher or until five minutes after the cashless session has expired before issuing an instant PCN.

PCN Contravention Code 11 - Parked without payment of the parking charge.

- If a vehicle is not clearly displaying a valid pay and display voucher or other permitted identifier or permit and does not have a valid cashless parking session, then a Parking Attendant will observe the vehicle for a full five minutes before issuing a PCN. This five minutes observation is used to determine whether or not the driver is in the process of purchasing parking time.
- If a vehicle has a valid residents' permit for the zone but has no valid pay and display voucher or cashless parking session, then a Parking Attendant will issue a PCN but the vehicle should not be authorised for removal.
- If a vehicle is displaying an obscured pay and display voucher, or if the voucher is face down, the Parking Attendant should issue a PCN but should not authorise the vehicle for removal. A Parking Attendant should not issue a PCN if the pay and display voucher is slightly obscured, but the relevant details can still be verified.

Notes

- Parking is permitted during the hours of restriction provided the vehicle is displaying a valid pay and display voucher, purchased from an appropriate ticket issuing machine, has another permitted identifier or permit or has a valid cashless parking session.
- The hours of restriction within the central controlled zone are 8:30am to 6:30pm Monday to Saturday and 12.30pm to 6.30pm on Sunday. The hours of restriction within the peripheral and extended controlled zones are 8:30am to 5:30pm Monday to Friday. Signs situated adjacent to the parking place display the appropriate times of restriction for that place. They also indicate, where available, the location of the related ticket machine and/or how to purchase parking time using the cashless payment service.
- A Parking Attendant can issue an instant PCN to any vehicle which is not parked wholly within the set markings of the parking place or individual bay, has returned to the same parking place within an hour of leaving, or has purchased additional parking time in order to extend the stay beyond the maximum stay period of that parking place.
- Should a motorist find a ticket issuing machine to be faulty and be unable to purchase a valid pay and display voucher for their vehicle, the onus remains with the motorist to purchase a voucher from a nearby machine with the same tariff or to move their vehicle to another public parking place with a fully functioning ticket machine. Our cashless parking service is also available as an alternative payment method at public parking places.

- If the vehicle is displaying a valid pay and display voucher purchased from a ticket issuing machine in the immediate vicinity (e.g., opposite side of the road), providing tariff and maximum stay are identical a parking ticket should not be issued.
- If the vehicle is an invalid carriage or motor vehicle which is displaying a valid disabled persons' blue badge and is not causing an obstruction, it can park without limit of time.
- If the vehicle is parked in a public bay located in the peripheral or extended parking zone and is clearly displaying a valid Healthcare Workers Permit, it can park for up to two hours. If a vehicle is displaying such a permit whilst parked in the central controlled zone, then the Parking Attendant should issue a PCN but should not authorise the vehicle for removal.
- Motorcycles are exempt from payment of charges in pay and display parking places within the Extended Controlled Parking Zones (zones prefixed with N or S). Specific, motorcycle only, parking places are provided in the central and peripheral controlled zones.
- Vehicles displaying a valid trade's permit may park in a pay and display parking place without limit of time.
- Coach parking is located on Regent Road, Johnston Terrace and Inverleith Place. Signs at these locations display the relevant charging hours.

Exemptions to Enforcement

- (1) the vehicle is waiting for a period not exceeding two minutes, or such longer period as a parking attendant may approve, to enable a person to board or alight from the vehicle.
- (2) the vehicle is waiting owing to the driver being:
 - a. obliged to stop in order to avoid an accident; or
 - b. prevented from proceeding by any circumstances beyond their control, where the said circumstance relates directly to the movement, or otherwise, of traffic on the road.
- (3) the vehicle is being used for fire and rescue, ambulance or police purposes.
- (4) 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 in all the circumstances it is reasonably necessary in the exercise of such powers or in the performance of such duties for the vehicle to wait at the place in which it is waiting.
- (5) the vehicle is waiting only for so long as may be necessary to enable it to be used in connection with the removal of any obstruction to traffic.
- (6) if the vehicle, being a liveried vehicle, is in the service of, or is being employed by, a universal service provider and is in actual use, in the place within which the vehicle is waiting, while postal packets:
 - a. addressed to premises adjacent to the said place are being unloaded from the vehicle; or
 - b. addressed to premises adjacent to the said place having been unloaded from the said vehicle, are being delivered; or
 - c. are being collected from postal boxes or premises adjacent to the said place for loading onto the vehicle; or
 - d. are being loaded onto the vehicle.
- (7) the vehicle, not being a passenger vehicle, and where the said vehicle is integral to the work being undertaken, is waiting only for so long as may be reasonably necessary to enable it to be used for the purpose of:

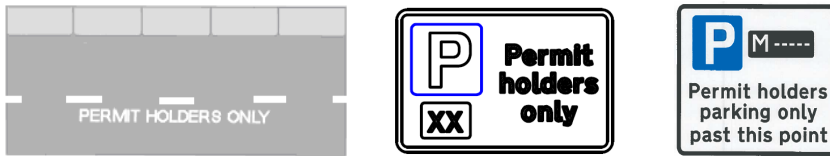
- a. any building operation, demolition or excavation in or adjacent to the parking place;
- b. the maintenance, improvement or reconstruction of the parking place; or
- c. the laying, erection, alteration, removal or repair in or adjacent to the parking place of any sewer or of any main, pipe or apparatus for the supply of gas, water or electricity or of any telecommunication apparatus; or
- d. the placing, maintenance or removal of any traffic sign or parking meter.

provided that, in all cases, the vehicle or vehicles are in actual use in connection with the work being undertaken and that, in the case of any of the operations described in sub-paragraphs (iii) and (iv) above, the said operation or operations are to be conducted within the extents of the road.

- (8) the vehicle, not being a passenger vehicle, is in actual use in connection with the removal of furniture to or from one office or dwelling house adjacent to the place from or to another office or dwelling house.
- (9) the vehicle is in actual use in connection with a funeral undertaking.
- (10) the vehicle is waiting if goods are being sold or offered for sale from the vehicle by a person who is licensed by the Council to sell goods from a stationary vehicle situated in the place.
- (11) if the vehicle, being a security vehicle, is in actual use while currency, or other valuables:
 - a. are being unloaded from the vehicle; or
 - b. having been unloaded from the said vehicle, are being delivered; or
 - c. are being collected from premises adjacent to that road for loading onto the vehicle; or
 - d. having been collected from the said premises, are being loaded onto the vehicle.

Section 3 – Residents’ Parking and Mews Areas

Residents’ parking places are indicated with bay markings, a road legend bearing the words ‘PERMIT HOLDERS ONLY’ and a sign indicating the relevant zone number. Residential mews areas have signs at vehicular entry points but do not have road markings within them. Permit parking areas are similar to mews parking areas, but these can have additional road markings within them, such as disabled parking places.



PCN Contravention Code 16 - Parked in a permit space or zone without clearly displaying a valid permit.

- Within parking zones 1 to 8 and parking zones prefixed with N or S, permit parking places can be identified by white road markings with an associated legend stating, ‘PERMIT HOLDERS ONLY’ or possibly ‘PERMIT HOLDER’ if the parking place is six metres or less in length and an associated sign indicating the permit zone. Please note that permit parking places within the Priority Parking Areas do not have a road legend.
- Residential Mews areas are identified by appropriate signs situated at all vehicular entrances to the mews area. They do not have bay markings or other such road markings to indicate the mews restriction within them.
- The hours of restriction within the central controlled zone (permit zones 1 to 4) are 8:30am to 6:30pm Monday to Saturday and 12.30pm to 6.30pm on Sunday. The hours of restriction within the peripheral controlled zones (permit zones 5 to 8) and extended controlled zones (permit zones with prefix N or S) are 8:30am to 5:30pm Monday to Friday.
- The times of restriction within the Priority Parking Areas vary from area to area and are displayed on the relevant permit bay signs. A table showing the restricted times is provided in Appendix 2.

Notes

- A vehicle may park in a permit parking place provided it has a valid electronic permit or is clearly displaying a valid retailers’ permit, business permit or visitor permit for the zone in which it is parked.
- Between the hours of 9.00am and 4.30pm, vehicles displaying a valid trades’ parking permit are also allowed to park within permit parking places.
- A vehicle may be parked in a residents’ mews area provided it has a valid electronic permit or is clearly displaying a valid permit specific to the mews area in which it is parked.
- Parking Attendants will issue an instant parking ticket to any private vehicles parked in a permit parking place which do not have a valid electronic permit or are not displaying a valid permit for that zone.
- Parking Attendants will give vehicles a five minutes observation period if they are parked in a residents’ mews area but do not have a valid permit for that zone. This is to determine whether or not the vehicle is being used for loading or unloading purposes.
- A Parking Attendant can issue an instant Penalty Charge Notice to any vehicle which is not parked wholly within the set markings of the parking place
- If a vehicle is displaying a valid pay and display voucher for the street in which it is parked then the vehicle should be issued with an instant PCN but the vehicle should not be authorised for removal until at least 15 minutes after the expiry time of the voucher.

- When a Parking Attendant is instructed by the Council to take enforcement action as a result of a permit being altered, the vehicle can be issued with an instant PCN and authorised for removal. Details of this action must be forwarded to the Council's Corporate Fraud team at the earliest opportunity.
- In instances where the vehicle has an expired permit which is eligible for the zone in which it is parked, the Parking Attendant should only issue a PCN if the permit has expired by fifteen days or more. The vehicle may also be removed to the car pound if the permit has expired by fifteen days or more. This allowance does not apply to monthly Trades' permits.

Exemptions to Enforcement

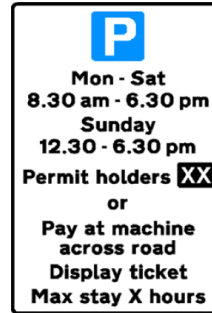
- (1) the vehicle is waiting for a period not exceeding two minutes, or such longer period as a parking attendant may approve, to enable a person to board or alight from the vehicle.
- (2) the vehicle is waiting owing to the driver being:
 - a. obliged to stop in order to avoid an accident; or
 - b. prevented from proceeding by any circumstances beyond their control, where the said circumstance relates directly to the movement, or otherwise, of traffic on the road.
- (3) the vehicle is being used for fire and rescue, ambulance or police purposes.
- (4) 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 in all the circumstances it is reasonably necessary in the exercise of such powers or in the performance of such duties for the vehicle to wait at the place in which it is waiting.
- (5) the vehicle is waiting only for so long as may be necessary to enable it to be used in connection with the removal of any obstruction to traffic.
- (6) if the vehicle, being a liveried vehicle, is in the service of, or is being employed by, a universal service provider and is in actual use, in the place within which the vehicle is waiting, while postal packets:
 - a. addressed to premises adjacent to the said place are being unloaded from the vehicle; or
 - b. addressed to premises adjacent to the said place having been unloaded from the said vehicle, are being delivered; or
 - c. are being collected from postal boxes or premises adjacent to the said place for loading onto the vehicle; or
 - d. are being loaded onto the vehicle.
- (7) the vehicle, not being a passenger vehicle, and where the said vehicle is integral to the work being undertaken, is waiting only for so long as may be reasonably necessary to enable it to be used for the purpose of:
 - a. any building operation, demolition or excavation in or adjacent to the parking place;
 - b. the maintenance, improvement or reconstruction of the parking place; or
 - c. the laying, erection, alteration, removal or repair in or adjacent to the parking place of any sewer or of any main, pipe or apparatus for the supply of gas, water or electricity or of any telecommunication apparatus; or
 - d. the placing, maintenance or removal of any traffic sign or parking meter.
 provided that, in all cases, the vehicle or vehicles are in actual use in connection with the work being undertaken and that, in the case of any of the operations described in

sub-paragraphs (iii) and (iv) above, the said operation or operations are to be conducted within the extents of the road.

- (8) the vehicle, not being a passenger vehicle, is in actual use in connection with the removal of furniture to or from one office or dwelling house adjacent to the place from or to another office or dwelling house.
- (9) the vehicle is in actual use in connection with a funeral undertaking.
- (10) the vehicle is waiting if goods are being sold or offered for sale from the vehicle by a person who is licensed by the Council to sell goods from a stationary vehicle situated in the place.
- (11) if the vehicle, being a security vehicle, is in actual use while currency, or other valuables:
 - a. are being unloaded from the vehicle; or
 - b. having been unloaded from the said vehicle, are being delivered; or
 - c. are being collected from premises adjacent to that road for loading onto the vehicle;
or
 - d. having been collected from the said premises, are being loaded onto the vehicle.
- (12) where the vehicle is a goods vehicle in actual use for the purpose of delivering or collecting goods or merchandise or while loading or unloading the goods vehicle at premises adjoining the road in which the place is located: Provided that no such goods vehicle engaged in delivering or collecting goods or merchandise or being loaded or unloaded shall so wait for a period of more than thirty minutes in the same place or, if a period of less than thirty minutes has elapsed since the termination of the last period of waiting (if any) of the vehicle outside the same premises.

Section 4 – Shared Use Parking Places

Shared use parking places can be used by permit holders and by motorists using pay and display facilities.



PCN Contravention Code 05 - Parked after the expiry of paid time.

- In the case of a vehicle displaying an expired pay and display voucher or having an expired cashless parking session, a Parking Attendant must not issue a PCN until five minutes after the printed expiry time on the voucher or until five minutes after the cashless session has expired. After which time an instant PCN may be issued.

PCN Contravention Code 11 - Parked without payment of the parking charge.

- If a vehicle does not have a valid residents' parking permit or is not clearly displaying a valid trades, retailers, business or visitor permit for the zone in which it is parked, or is not displaying a valid pay and display voucher or does not have a valid cashless parking session, a Parking Attendant will observe the vehicle for a full five minutes before issuing a PCN. This five minute observation is used to determine whether or not the driver is in the process of purchasing parking time.
- If a vehicle is displaying an obscured permit or pay & display voucher, or if the voucher is face down, the Parking Attendant should issue a PCN but should not authorise the vehicle for removal. A Parking Attendant should not issue a PCN if the permit or pay & display voucher is slightly obscured but the relevant details can still be verified.

Notes

- Parking is permitted during the hours of restriction provided the vehicle is; displaying a valid pay and display voucher (purchased from an appropriate ticket issuing machine), has a valid cashless parking session, displaying a valid parking permit for the zone in which it is parked or has a valid electronic permit issued for the zone in which it is parked.
- The hours of restriction within the central controlled zones are 8:30am to 6:30pm Monday to Saturday and 12.30pm to 6.30pm on Sunday. The hours of restriction within the peripheral and extended controlled zones are 8:30am to 5:30pm Monday to Friday. Signs situated adjacent to the parking place display the appropriate times of restriction for that place. They also indicate, where available, the location of the related ticket machine and/or how to purchase parking time using the cashless payment service.
- A Parking Attendant can issue an instant PCN to any vehicle which is not parked wholly within the set markings of the parking place or individual bay, has returned to the same parking place within one hour of leaving, or has purchased additional parking time in order to extend the stay beyond the maximum stay period of that parking place.
- Should a motorist find a ticket issuing machine to be faulty and is unable to purchase a valid pay and display voucher for their vehicle, the onus would remain with the motorist to purchase a voucher from a nearby machine with the same charge or to move their vehicle

to another parking place with a fully functioning ticket machine. Our cashless parking service is also available as an alternative payment method in shared use parking places.

- In instances where the vehicle has / is displaying an expired permit for the zone in which it is parked and has no other payment for parking, the Parking Attendant should only issue a PCN if the permit has expired by fifteen days or more. The vehicle may also be removed to the car pound if the permit has expired by fifteen days or more. This allowance does not apply to monthly Trades' permits.
- If the vehicle is displaying a valid pay and display voucher purchased from a ticket issuing machine in the immediate vicinity (e.g., opposite side of the road), providing the parking charge and maximum stay are identical, a parking ticket should not be issued.
- If the vehicle is an invalid carriage or motor vehicle which is displaying a valid disabled persons' blue badge and is not causing an obstruction; a PCN should not be issued.
- If the vehicle is parked in a shared use parking place located in the peripheral or extended controlled parking zones and is clearly displaying a valid Healthcare Workers Permit, then the vehicle is permitted to remain for up to two hours. If a vehicle is displaying a valid Healthcare Workers Permit whilst parked in the central controlled zones, then the Parking Attendant should issue a PCN but should not authorise the vehicle for removal.
- Motorcycles are exempt from payment of charges in shared use parking places within the Extended Controlled Parking Zones (Zones with the prefix N or S). Specific, motorcycle only, parking bays are provided in the central and peripheral controlled zones (1 to 8).

Exemptions to Enforcement

- (1) the vehicle is waiting for a period not exceeding two minutes, or such longer period as a parking attendant may approve, to enable a person to board or alight from the vehicle.
- (2) the vehicle is waiting owing to the driver being:
 - a. obliged to stop in order to avoid an accident; or
 - b. prevented from proceeding by any circumstances beyond their control, where the said circumstance relates directly to the movement, or otherwise, of traffic on the road.
- (3) the vehicle is being used for fire and rescue, ambulance or police purposes.
- (4) 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 in all the circumstances it is reasonably necessary in the exercise of such powers or in the performance of such duties for the vehicle to wait at the place in which it is waiting.
- (5) the vehicle is waiting only for so long as may be necessary to enable it to be used in connection with the removal of any obstruction to traffic.
- (6) if the vehicle, being a liveried vehicle, is in the service of, or is being employed by, a universal service provider and is in actual use, in the place within which the vehicle is waiting, while postal packets:
 - a. addressed to premises adjacent to the said place are being unloaded from the vehicle; or
 - b. addressed to premises adjacent to the said place having been unloaded from the said vehicle, are being delivered; or
 - c. are being collected from postal boxes or premises adjacent to the said place for loading onto the vehicle; or
 - d. are being loaded onto the vehicle.

- (7) the vehicle, not being a passenger vehicle, and where the said vehicle is integral to the work being undertaken, is waiting only for so long as may be reasonably necessary to enable it to be used for the purpose of:
- a. any building operation, demolition or excavation in or adjacent to the parking place;
 - b. the maintenance, improvement or reconstruction of the parking place; or
 - c. the laying, erection, alteration, removal or repair in or adjacent to the parking place of any sewer or of any main, pipe or apparatus for the supply of gas, water or electricity or of any telecommunication apparatus; or
 - d. the placing, maintenance or removal of any traffic sign or parking meter.
- provided that, in all cases, the vehicle or vehicles are in actual use in connection with the work being undertaken and that, in the case of any of the operations described in sub-paragraphs (iii) and (iv) above, the said operation or operations are to be conducted within the extents of the road.
- (8) the vehicle, not being a passenger vehicle, is in actual use in connection with the removal of furniture to or from one office or dwelling house adjacent to the place from or to another office or dwelling house.
- (9) the vehicle is in actual use in connection with a funeral undertaking.
- (10) the vehicle is waiting if goods are being sold or offered for sale from the vehicle by a person who is licensed by the Council to sell goods from a stationary vehicle situated in the place.
- (11) if the vehicle, being a security vehicle, is in actual use while currency, or other valuables:
- a. are being unloaded from the vehicle; or
 - b. having been unloaded from the said vehicle, are being delivered; or
 - c. are being collected from premises adjacent to that road for loading onto the vehicle; or
 - d. having been collected from the said premises, are being loaded onto the vehicle.
- (12) where the vehicle is a goods vehicle in actual use for the purpose of delivering or collecting goods or merchandise or while loading or unloading the goods vehicle at premises adjoining the road in which the place is located: Provided that no such goods vehicle engaged in delivering or collecting goods or merchandise or being loaded or unloaded shall so wait for a period of more than thirty minutes in the same place or, if a period of less than thirty minutes has elapsed since the termination of the last period of waiting (if any) of the vehicle outside the same premises.

Section 5 – Other Designated Parking Places

A. Doctors' parking places

Doctors' parking places are provided near to doctors' surgeries within the Controlled Parking Zone and can only be used by doctors' permit holders.



PCN Contravention Code 16 - Parked in a permit space without displaying a valid permit.

- Doctors' parking places can be identified by white bay markings with an associated road legend stating 'DOCTOR' and a related sign.
- There are currently only two Doctors' parking places in Edinburgh. These are in; Casselbank Street which is restricted from 8:00am to 6:00pm Monday to Friday and from 8:00am to 12:00pm on Saturdays and Hermitage Terrace which is restricted from 8:30am to 6:00pm Monday to Friday.

Notes

- Parking is permitted provided the vehicle has a valid electronic doctors' permit or is clearly displaying a valid doctors' permit for the place in which the vehicle is parked.
- Parking Attendants will issue an instant Penalty Charge Notice to any vehicle parked in a doctors' parking place which does not have or is not displaying a valid doctors' permit for the parking place.

B. Solo motorcycle parking places

Dedicated solo motorcycle only bays are provided within Zones 1-8 of the Controlled Parking Zone and have white bay markings and a road legend usually reading SOLO M/Cs ONLY.



PCN Contravention Code 23 - Parked in a parking place not designated for that class of vehicle.

- Solo motorcycle parking places can be identified by white bay markings with an associated road legend stating 'SOLO M/CS ONLY' or 'SOLO M/CS'. There is no requirement for a sign at such parking places.

Notes

- Parking is permitted for any bicycle which is propelled by mechanical power (without a sidecar attachment).
- Parking Attendants will issue an instant PCN to any vehicle parked in a solo motorcycle parking place which is not a solo motorcycle.
- A Parking Attendant can issue an instant PCN to any vehicle which is not parked wholly within the set markings of the bay.

C. Car club parking places

Car club parking places are provided for car club vehicles only and are marked with white bay markings and a road legend reading 'CAR CLUB ONLY' or 'CAR CLUB'.



PCN Contravention Code 23 - Parked in a parking place not designated for that class of vehicle.

- Car club parking places can be identified by white bay markings with an associated road legend stating 'CAR CLUB ONLY' or 'CAR CLUB' (if the parking place is a single end on bay) and a related sign.

Notes

- Parking Attendants will issue an instant PCN to any vehicle parked in a car club parking place which is not owned (and clearly liveried) by the Council's car club partner(s).
- A Parking Attendant can issue an instant PCN to any vehicle which is not parked wholly within the set markings of the bay.

D. Loading places

Loading places are provided for vehicles to load and unload and are marked with white bay markings and a road legend reading 'LOADING ONLY'.



PCN Contravention Code 25 – Vehicle waiting in a loading place without loading taking place.

- Loading places can be identified by white bay markings with an associated road legend stating 'LOADING ONLY' and a related sign.
- Greenway loading places are governed by different legislation and are covered separately within this document (Section 10).

Notes

- Loading/unloading of vehicles is permitted for periods of up to 30 minutes in loading places.
- Parking Attendants will observe a private vehicle in a loading place for a full five minutes, or a liveried goods vehicle for a full ten minutes, to check for loading activity before issuing a PCN.
- Vehicles should be moved on by a Parking Attendant if the driver is present and no loading/unloading is observed. If the driver is not present, or if the driver refuses to move, the Parking Attendant will issue PCN after the appropriate observation period.
- A Parking Attendant can issue an instant PCN to any vehicle which is not parked wholly within the markings of the bay/place.

E. Disabled parking places

Disabled parking places can only be used by blue badge holders and are identified with white bay markings, a road legend reading 'DISABLED' and a sign.



PCN Contravention Code 40 - parked in a designated disabled persons' parking place without displaying a valid disabled persons' parking badge.

- Disabled parking places can be identified by white bay markings with an associated road legend stating 'DISABLED' and an associated sign.
- Disabled places are located outside public buildings or in areas where there is a high demand for public parking. They can also be located close to disabled people's homes, but are not provided for the exclusive use of any one blue badge holder.

Notes

- Parking is permitted provided the vehicle is clearly displaying a valid disabled persons' blue badge.
- Parking Attendants will issue an instant PCN to any vehicle not displaying a valid disabled persons' blue badge.
- A Parking Attendant can issue an instant PCN to any vehicle which is not parked wholly within the set markings of the parking place.
- Any vehicles displaying an altered disabled persons' blue badge should be issued with an instant PCN and be authorised for removal. Details of this action must be forwarded to the Council's Corporate Fraud team at the earliest opportunity.

F. Diplomatic parking places

Diplomatic parking places are provided for use by vehicles working on behalf of consulates and embassy in Edinburgh. They have white bay markings and a road legend reading 'DIPLOMAT'.



PCN Contravention Code 41 - Parked in a parking place designated for diplomatic vehicles.

- Diplomatic parking places can be identified by white bay markings with an associated road legend stating 'DIPLOMAT' and an associated sign.

Notes

- Parking Attendants will issue an instant Penalty Charge Notice to any vehicle parked in a diplomatic parking place without the necessary vehicle registration plates (i.e. registration plates containing X, D, or CD as follows : 123 X 456, 123 D 456 or CD 123 456).
- Parking Attendants will not authorise a vehicle for removal unless a specific request is received from the Embassy / High Commission / Consulate. Where confirmation is given that a vehicle is to be removed, a Parking Attendant must make full notes.

G. Police parking places

Police parking places are provided for marked police vehicles only. They have yellow bay markings and a yellow road legend reading 'POLICE'.



PCN Contravention Code 42 - Parked in a parking place designated for Police vehicles

- Police parking places can be identified by yellow bay markings with an associated yellow road legend stating 'POLICE' and an associated sign.

Notes

- Parking Attendants will issue an instant PCN to any vehicle which is not a clearly liveried Police vehicle or is not displaying a recognised Police identifier

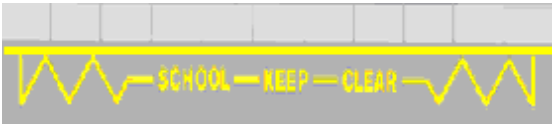
Exemptions to enforcement

- (1) the vehicle is waiting for a period not exceeding two minutes, or such longer period as a parking attendant may approve, to enable a person to board or alight from the vehicle.
- (2) the vehicle is waiting owing to the driver being:
 - a. obliged to stop in order to avoid an accident; or
 - b. prevented from proceeding by any circumstances beyond their control, where the said circumstance relates directly to the movement, or otherwise, of traffic on the road.
- (3) the vehicle is being used for fire and rescue, ambulance or police purposes.
- (4) 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 in all the circumstances it is reasonably necessary in the exercise of such powers or in the performance of such duties for the vehicle to wait at the place in which it is waiting.
- (5) the vehicle is waiting only for so long as may be necessary to enable it to be used in connection with the removal of any obstruction to traffic.
- (6) if the vehicle, being a liveried vehicle, is in the service of, or is being employed by, a universal service provider and is in actual use, in the place within which the vehicle is waiting, while postal packets:
 - a. addressed to premises adjacent to the said place are being unloaded from the vehicle; or
 - b. addressed to premises adjacent to the said place having been unloaded from the said vehicle, are being delivered; or
 - c. are being collected from postal boxes or premises adjacent to the said place for loading onto the vehicle; or

- d. are being loaded onto the vehicle.
- (7) the vehicle, not being a passenger vehicle, and where the said vehicle is integral to the work being undertaken, is waiting only for so long as may be reasonably necessary to enable it to be used for the purpose of:
- a. any building operation, demolition or excavation in or adjacent to the parking place;
 - b. the maintenance, improvement or reconstruction of the parking place; or
 - c. the laying, erection, alteration, removal or repair in or adjacent to the parking place of any sewer or of any main, pipe or apparatus for the supply of gas, water or electricity or of any telecommunication apparatus; or
 - d. the placing, maintenance or removal of any traffic sign or parking meter.
- provided that, in all cases, the vehicle or vehicles are in actual use in connection with the work being undertaken and that, in the case of any of the operations described in sub-paragraphs (iii) and (iv) above, the said operation or operations are to be conducted within the extents of the road.
- (8) the vehicle, not being a passenger vehicle, is in actual use in connection with the removal of furniture to or from one office or dwelling house adjacent to the place from or to another office or dwelling house.
- (9) the vehicle is in actual use in connection with a funeral undertaking.
- (10) the vehicle is waiting if goods are being sold or offered for sale from the vehicle by a person who is licensed by the Council to sell goods from a stationary vehicle situated in the place.
- (11) if the vehicle, being a security vehicle, is in actual use while currency, or other valuables:
- a. are being unloaded from the vehicle; or
 - b. having been unloaded from the said vehicle, are being delivered; or
 - c. are being collected from premises adjacent to that road for loading onto the vehicle; or
 - d. having been collected from the said premises, are being loaded onto the vehicle.

Section 6 – Parking Outside Schools

Parking is restricted outside of schools to enhance the safety of children attending school. Keep clear areas include yellow zig zag markings and a legend reading 'SCHOOL KEEP CLEAR'.



PCN Contravention Code 02 – Parked or loading / unloading in a restricted street where waiting and loading / unloading restrictions are in force.

- School keep clear markings can be identified by a single yellow line along the kerbside, yellow zig zag markings including the words 'SCHOOL KEEP CLEAR' and a sign indicating the hours of restriction.
- School Keep clear markings are in operation 365 days a year, unless specified differently by the associated sign.
- They continue to operate in school holidays as term dates change from year to year and some buildings continue to be used for children's amenities outwith term time.

Notes

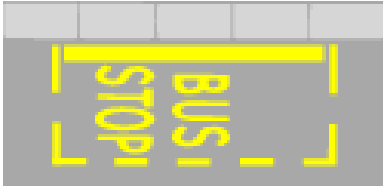
- Parking Attendants will issue an instant PCN to any vehicle parked at school keep clear markings during the hours of restriction.
- Vehicles should be moved on if the driver is present. If the driver is not present, or if the driver refuses to move, the Parking Attendant will issue an instant PCN.

Exemptions to Enforcement

- (1) to enable the vehicle, if it cannot conveniently be used for such purpose in any other road to be used in connection with any building operations or demolition, the removal of any obstruction to traffic, the maintenance, improvement or reconstruction of any of the lengths of road so referred to, or the execution in any of the said lengths of road of road works as defined in the New Roads and Street Works Act 1991.
- (2) to enable the vehicle, if it cannot conveniently be used for such purposes in any other road to be used in pursuance of statutory powers and duties.
- (3) to enable the vehicle to be used for fire brigade, ambulance or police force purposes.
- (4) to enable the vehicle to be used as a contractual bus.

Section 7 – Bus Stop Clearways

Bus stops allow scheduled service buses to pull up close to the kerbside making it easier for passengers to embark and alight safely from the bus.



PCN Contravention Code 47 – Parked on a restricted Bus Stop.

- Bus stop clearways can be identified by yellow bus stop bay markings, a thick (200 mm) single yellow line through the bus stop, a road legend reading 'BUS STOP' and there is a sign stating 'no stopping except buses' or 'no stopping except local buses'.
- Bus stop clearways are in operation 24 hours a day, 365 days a year unless the sign states otherwise.
- They continue to operate even if the bus service is temporarily diverted as services may return at short notice.

Notes

- Parking Attendants will issue an instant PCN to any vehicle parked at a bus stop clearway.
- Vehicles should be moved on if the driver is present. If the driver is not present, or if the driver refuses to move, the Parking Attendant will issue an instant PCN.

Exemptions to Enforcement

- (1) the driver of a bus being used in the provision of a local service who causes the bus to stop within the clearway for so long as may be necessary:
 - a. to maintain the published timetable for the service (provided, in the case of a bus stop clearway, the bus is not stopped within the clearway for a period exceeding two minutes);
 - b. to enable passengers to board or alight from the bus; or
 - c. to enable the crew of the bus to be changed.
- (2) the driver of a bus being used in the provision of a local service who causes the bus to stop within the clearway for so long as may be necessary
 - a. to maintain the published timetable for the service (provided, in the case of a bus stop clearway, the bus is not stopped within the clearway for a period exceeding two minutes);
 - b. to enable passengers to board or alight from the bus; or
 - c. to enable the crew of the bus to be changed.
- (3) a vehicle being used for fire brigade, ambulance or police purposes.
- (4) anything done with the permission or at the direction of:
 - a. a constable in uniform;
 - b. a traffic warden; or
 - c. where the clearway is in a special parking area designated under Part II of the Road Traffic Act 1991 or Schedule 3 to that Act, a parking attendant appointed under section 63A of the 1984 Act(1).

- (5) a vehicle which is prevented from proceeding by circumstances beyond the driver's control or which has to be stopped in order to avoid injury or damage to persons or property.
- (6) a taxi which is stationary only for so long as may be reasonably necessary for a passenger to board or alight and to load or unload any luggage of the passenger.
- (7) a marked vehicle which, whilst used by a universal service provider in the course of the provision of a universal postal service, is stationary only for so long as may be reasonably necessary for postal packets to be collected.
- (8) a vehicle driven by a person whilst being trained to drive a bus operating local services who, as part of his training, stops the vehicle within a clearway for no longer than necessary to simulate the stopping of a bus at a bus stop for the purpose of picking up and setting down passengers.
- (9) a vehicle which is stationary in order that it may be used for one or more of the purposes specified below and which cannot be used for such a purpose without stopping in the clearway.
 - a. any operation involving building, demolition or excavation;
 - b. the removal of any obstruction to traffic;
 - c. the maintenance, improvement or reconstruction of a road;
 - d. constructing, improving, maintaining or cleaning any street furniture including bus stop infrastructure; or
 - e. the laying, erection, alteration, repair or cleaning of any sewer or of any main, pipe or apparatus for the supply of gas, water or electricity, or of any telecommunications apparatus kept installed for the purposes of a telecommunications code system or of any other telecommunications apparatus lawfully kept installed in any position.

Section 8 – Suspended Parking Places

Parking places may be suspended by erecting yellow notice boards and placing cones on the carriageway to facilitate activities such as road works or furniture removals.



PCN Contravention Code 21 – Parked in a suspended bay or space or part of bay or space.

- Bay suspensions are denoted by bay suspension signs located along the length of the suspension and no parking cones positioned in each of the suspended bays.
- No loading or waiting is permitted during hours of loading prohibition as displayed on suspension signs.

Notes

- If a vehicle was parked in a suspended place prior to the suspension coming into effect, then the Parking Attendant will issue a Warning Notice and authorise the vehicle for relocation to clear the suspended place.
- Parking Attendants will issue an instant PCN to any vehicle which parks in a suspended parking place after the suspension has come into effect. Vehicles may also be removed to the car pound in such circumstances.
- Vehicles should be moved on if the driver is present. If the driver is not present, or the driver refuses to move, the Parking Attendant will issue a PCN.

Acceptable reasons for suspending parking places and exemptions to enforcement

- (1) for the purpose of facilitating the movement of traffic or promoting its safety.
- (2) for the purpose of:
 - a. any building operation, demolition or excavation in or adjacent to the place;
 - b. the maintenance, improvement or reconstruction of the road in or adjacent to the place; or
 - c. the maintenance or cleansing of gullies in or adjacent to the place;
 - d. the laying, erection, alteration, removal or repair in or adjacent to the place of any sewer or of any main, pipe or apparatus for the supply of gas, water or electricity or of any tele-communication apparatus; or
 - e. the placing, maintenance or removal of any traffic sign or parking meter.
- (3) for the convenience of occupiers of premises adjacent to the place on the occasion of the removal of furniture from one office or dwelling house to another or the removal of furniture from such premises to a depository or to such premises from a depository.
- (4) on any occasion on which it is likely by reason of some special attraction that any street will be thronged or obstructed; or for the convenience of occupiers of premises adjacent to the place at times of funerals or on other special occasions.

Section 9 – Temporary Traffic Regulation Orders

A Temporary Traffic Regulation Order (TTRO) can be used to facilitate works on the road or to ensure public safety during an event.



PCN Contravention Code 01 – Parked in a restricted street during prescribed hours.

PCN Contravention Code 02 – Parked or loading / unloading in a restricted street where waiting and loading / unloading restrictions are in force.

- TTROs are indicated by street bills, yellow corex suspension signs and no parking cones positioned on the carriageway along the length of the TTRO.
- No loading and/or waiting is generally permitted during hours of the TTRO as denoted on the associated street bills located along the length of the TTRO. Some TTROs allow for vehicles to load and unload, hence the reason that different contraventions codes may be used depending on the terms of the TTRO.

Notes

- If a vehicle was parked in an area affected by a TTRO prior to the TTRO coming into effect, then the Parking Attendant will issue a Warning Notice and authorise the vehicle for relocation to clear the TTRO.
- Parking Attendants will issue a PCN as appropriate to any vehicle which parks in an area affected by the TTRO after it has come into effect. Vehicles may also be removed to the car pound in such circumstances.
- Vehicles should be moved on if the driver is present. If the driver is not present, or if the driver refuses to move, the Parking Attendant will issue an instant PCN.

Acceptable reasons for suspending parking places and exemptions to enforcement

- (1) for the purpose of facilitating the movement of traffic or promoting its safety.
- (2) for the purpose of:
 - a. any building operation, demolition or excavation in or adjacent to the place;
 - b. the maintenance, improvement or reconstruction of the road in or adjacent to the place; or
 - c. the maintenance or cleansing of gullies in or adjacent to the place;
 - d. the laying, erection, alteration, removal or repair in or adjacent to the place of any sewer or of any main, pipe or apparatus for the supply of gas, water or electricity or of any tele-communication apparatus; or
 - e. the placing, maintenance or removal of any traffic sign or parking meter.

- (3) for the convenience of occupiers of premises adjacent to the place on the occasion of the removal of furniture from one office or dwelling house to another or the removal of furniture from such premises to a depository or to such premises from a depository.
- (4) on any occasion on which it is likely by reason of some special attraction that any street will be thronged or obstructed.
- (5) for the convenience of occupiers of premises adjacent to the place at times of funerals or on other special occasions.

Section 10 – Greenway Parking Restrictions

A. Red Line Restrictions

PCN Contravention Code 46 – Stopped where prohibited (on a red route or clearway).

Red lines indicate where waiting and parking is not permitted during restricted hours, they can either be in single or double form. Single red lines only operate for part of the day while double red lines operate at all times. The restriction applies equally to the carriageway and to the adjacent footway or verge.

Single Red Line (SRL)



- No stopping or loading during the restricted hours (as displayed on the associated sign).
- Single Red Lines generally operate between 7.30am-6.30pm Monday to Friday and 8.30am-6.30pm on Saturday.
- In some parts of the city centre restrictions may also operate between 12.30-6.30pm on Sundays.

Double Red Line (DRL)



- No stopping or loading at any time.

Notes

- Stopping and loading are prohibited on Greenway routes during controlled hours unless the vehicle is in a designated parking or loading bay during the operational hours of the bay.
- Any vehicle incorrectly parked on a red line will be issued with an instant PCN. Vehicles may also be removed to the car pound in such circumstances.
- Any vehicle parked on a footway or verge where an adjacent red line also applies may be issued with an instant PCN and could be removed to the car pound.
- Any vehicle parked adjacent to a pedestrian crossing dropped kerb, such as at a junction or pedestrian island, may be issued with an instant PCN and may be removed to the car pound.
- Vehicles should be moved on by a Parking Attendant if the driver is present. If the driver is not present, or if the driver refuses to move, a Parking Attendant may issue an instant PCN.

Exemptions to Enforcement

- (1) If the vehicle is a public service vehicle while being used in the provision of a local service (Such vehicles may wait at any bus stop situated on the greenway for the period of time necessary for taking up and setting down passengers and for an additional period of time not exceeding one half of one minute for other operational reasons pertaining to such a vehicle).
- (2) If the vehicle is a taxi and is waiting at the edge of the carriageway for so long as may be necessary for the purpose of enabling a person to board or alight from the vehicle or to load or unload their personal luggage.
- (3) If the vehicle is displaying a disabled person's badge, it may wait at the edge of the carriageway in any road for so long as may be necessary for the purpose of enabling a disabled person to board or alight from the vehicle.
- (4) If the vehicle is waiting at any gate or other barrier at the entrance to premises to which the vehicle is proceeding, or from which it has emerged, is opened or closed, if it is not reasonably practicable for the vehicle to wait at a place where it would otherwise be lawful for the vehicle to wait.
- (5) If the vehicle is in the service of or employed by the Post Office from waiting while letters or postal packets are being unloaded from the vehicle or, having been unloaded therefrom, are being delivered to premises adjacent to any road or while letters or postal packets are being collected from post boxes or premises adjacent to any road for loading on to the vehicle.
- (6) If the vehicle is being driven by a medical practitioner or uniformed nurse/mid wife visiting patients on professional domiciliary calls in premises situated on any road and the vehicle bears a badge approved by the Council conspicuously displayed on the vehicle so that the particulars recorded on the badge are clearly visible to a person standing at the front or the nearside of the vehicle.
- (7) If the vehicle is displaying a permit issued by the local traffic authority when used within the times and at the places specified in that permit.
- (8) If the vehicle is being used for fire brigade, ambulance or police purposes.
- (9) If the vehicle is being used for the removal of any obstruction to traffic.
- (10) If the vehicle is being used in connection with emergency works.
- (11) If the vehicle is required by law to stop or not to proceed.
- (12) If the vehicle is obliged to stop in order to avoid an accident.
- (13) If the vehicle is prevented from proceeding by circumstances outwith the drivers control.
- (14) A taxi whilst plying for hire in a taxi stance.
- (15) If the vehicle is a security vehicle being used in the transit of money or valuables.

- (16) If the vehicle is being used for the removal to or from one office, dwellinghouse or depository to or from another office, dwellinghouse or depository.
- (17) If the vehicle is being used in connection with a funeral or wedding and has been given permission to stop.

Between the hours of 09.30 and 16.00 on Single Red Lines and between the Hours of 18.30 and 07.30 on Double Red Lines

- (18) If the vehicle is being used in connection with the placing, maintenance or removal of any lighting column, lantern or lamp; traffic sign, traffic bollard, guardrail or any other item of street furniture; bus shelter; bus stop flags and information notices or any traffic signals.
- (19) If the vehicle is being used in connection with the cleaning or lighting of any bus shelter, traffic sign or traffic bollard adjacent to the restricted road.
- (20) If the vehicle is being used in connection with the maintenance, improvement or reconstruction of any gully or road service adjacent to the road or any waste management activities.

B. Greenways Loading Places

Greenways loading places are provided for loading and unloading opportunities for adjacent premises on greenways routes.



PCN Contravention Code 25 - Vehicle waiting in a loading place without loading taking place.

- Loading places can be identified by white or red bay markings. Places with white bay markings are available for loading all day while those with red bay markings are subject to peak-time loading restrictions and may also have a single red line running through them. There will also be an associated white road legend reading 'LOADING ONLY' and a sign displaying the restricted hours.

Notes

- Loading / Unloading of a vehicle is permitted in Greenway loading places during the hours of operation of the bay.
- The hours of operation and the maximum loading period will be displayed on a sign next to the bay.
- Vehicles displaying a valid disabled persons' blue badge are permitted to park in loading places during their hours of operation, provided the wheelchair user symbol is displayed on

the sign. There are some loading places where parking is not available for blue badge holders.

- Parking Attendants will observe a private vehicle in a loading place for a full five minutes, or a liveried goods vehicle for a full ten minutes, to check for loading activity before issuing a PCN.
- Vehicles should be moved on by a Parking Attendant if the driver is present and no loading/unloading is observed. If the driver is not present, or if the driver refuses to move, the Parking Attendant will issue a PCN after the appropriate observation period, if applicable.

Exemptions to Enforcement

- (1) If the vehicle is a taxi and is waiting at the edge of the carriageway for so long as may be necessary for the purpose of enabling a person to board or alight from the vehicle or to load or unload their personal luggage.
- (2) If the vehicle is displaying a disabled person's badge, it may wait at the edge of the carriageway in any road for so long as may be necessary for the purpose of enabling a disabled person to board or alight from the vehicle.
- (3) If the vehicle is waiting at any gate or other barrier at the entrance to premises to which the vehicle is proceeding, or from which it has emerged, is opened or closed, if it is not reasonably practicable for the vehicle to wait at a place where it would otherwise be lawful for the vehicle to wait.
- (4) If the vehicle is in the service of or employed by the Post Office from waiting while letters or postal packets are being unloaded from the vehicle or, having been unloaded therefrom, are being delivered to premises adjacent to any road or while letters or postal packets are being collected from post boxes or premises adjacent to any road for loading on to the vehicle.
- (5) If the vehicle is being driven by a medical practitioner or uniformed nurse/mid wife visiting patients on professional domiciliary calls in premises situated on any road and the vehicle bears a badge approved by the Council conspicuously displayed on the vehicle so that the particulars recorded on the badge are clearly visible to a person standing at the front or the nearside of the vehicle.
- (6) If the vehicle is displaying a permit issued by the local traffic authority when used within the times and at the places specified in that permit.
- (7) If the vehicle is being used for fire brigade, ambulance or police purposes.
- (8) If the vehicle is being used for the removal of any obstruction to traffic.
- (9) If the vehicle is being used in connection with emergency works.
- (10) If the vehicle is required by law to stop or not to proceed.
- (11) If the vehicle is obliged to stop in order to avoid an accident.
- (12) If the vehicle is prevented from proceeding by circumstances outwith the drivers control.

- (13) A taxi whilst plying for hire in a taxi stance.
- (14) If the vehicle is a security vehicle being used in the transit of money or valuables.
- (15) If the vehicle is being used for the removal to or from one office, dwellinghouse or depository to or from another office, dwellinghouse or depository.
- (16) If the vehicle is being used in connection with a funeral or wedding and has been given permission to stop.

C. Greenways Limited Waiting Parking Places

Greenways limited waiting parking places are provided for short-term parking opportunities on greenways routes, such as close to local shops and businesses.



PCN Contravention Code 30 - parked for longer than permitted.

- Limited waiting parking places are identified by bay markings on street and an associated sign indicating the operational times and maximum stay period of the parking place.

Notes

- Parking is permitted for up to the maximum stay period as stated on the sign.
- Vehicles displaying a valid disabled person's blue badge do not have to adhere to the maximum stay periods and are permitted to remain parked for the duration of the operational hours of the parking place, provided this is applicable on the related sign.
- Parking Attendants will issue an instant PCN to any vehicle which has overstayed the maximum stay period.
- Vehicles will not be permitted to return to a limited waiting place within the no return period as detailed on the associated sign.
- Vehicles may be removed to the car pound after the issue of a parking ticket.

Exemptions to Enforcement

- (1) If the vehicle is a taxi and is waiting at the edge of the carriageway for so long as may be necessary for the purpose of enabling a person to board or alight from the vehicle or to load or unload their personal luggage.
- (2) If the vehicle is displaying a disabled person's badge, it may wait at the edge of the carriageway in any road for so long as may be necessary for the purpose of enabling a disabled person to board or alight from the vehicle.

- (3) If the vehicle is waiting at any gate or other barrier at the entrance to premises to which the vehicle is proceeding, or from which it has emerged, is opened or closed, if it is not reasonably practicable for the vehicle to wait at a place where it would otherwise be lawful for the vehicle to wait.
- (4) If the vehicle is in the service of or employed by the Post Office from waiting while letters or postal packets are being unloaded from the vehicle or, having been unloaded therefrom, are being delivered to premises adjacent to any road or while letters or postal packets are being collected from post boxes or premises adjacent to any road for loading on to the vehicle.
- (5) If the vehicle is being driven by a medical practitioner or uniformed nurse/mid wife visiting patients on professional domiciliary calls in premises situated on any road and the vehicle bears a badge approved by the Council conspicuously displayed on the vehicle so that the particulars recorded on the badge are clearly visible to a person standing at the front or the nearside of the vehicle.
- (6) If the vehicle is displaying a permit issued by the local traffic authority when used within the times and at the places specified in that permit.
- (7) If the vehicle is being used for fire brigade, ambulance or police purposes.
- (8) If the vehicle is being used for the removal of any obstruction to traffic.
- (9) If the vehicle is being used in connection with emergency works.
- (10) If the vehicle is required by law to stop or not to proceed.
- (11) If the vehicle is obliged to stop in order to avoid an accident.
- (12) If the vehicle is prevented from proceeding by circumstances outwith the drivers control.
- (13) A taxi whilst plying for hire in a taxi stance.
- (14) If the vehicle is a security vehicle being used in the transit of money or valuables.
- (15) If the vehicle is being used for the removal to or from one office, dwellinghouse or depository to or from another office, dwellinghouse or depository.
- (16) If the vehicle is being used in connection with a funeral or wedding and has been given permission to stop.

Section 11 – Electric Vehicle Charging Places

Electric vehicle charging places are provided for charging electric vehicles only and are not intended for general parking of electric or any other vehicles.



PCN Contravention Code 14 - parked in an electric vehicles' charging place during restricted hours without charging.

- If the vehicle is parked in an electric vehicle charging place, but the vehicle is not connected to the charging point/is not charging then an instant Penalty Charge Notice will be issued.
- Electric vehicle charging places are identified by white bay markings and an associated sign. Additional information, such as the maximum charging period and charging prices, will also be provided on each charging unit.
- Any vehicle issued with a parking ticket may be relocated or removed to the car pound.

PCN Contravention Code 23 - parked in a parking place or area not designed for that class of vehicle.

- If a non-electric vehicle is observed parked in the electric vehicle charging place at any time then an instant Penalty Charge Notice will be issued. Such vehicles may be removed to the car pound.

It should be noted that a penalty will be imposed by Charge Place Scotland if an electric vehicle overstays the maximum stay period in an electric vehicles' charging place. The relevant maximum stay period will be displayed on each charger at the electric vehicle charging place.

PCN Contravention Code 30 - parked longer than permitted.

- If there is a significant overstay then the Council may instruct a Penalty Charge Notice to be issued. The vehicle may also be removed.
- This will be in addition to the charge applied by Charge Place Scotland.

Notes

- Parking is permitted in electric vehicle charging places during the hours of restriction provided the vehicle is an electric vehicle and is charging.
- Electric vehicles' charging places are enforced at all times.
- A Parking Attendant can issue an instant PCN to any vehicle which is not parked wholly within the set markings of the place or individual bay.
- Should a motorist find a charge point to be faulty and therefore be unable to charge their vehicle, the vehicle should be moved to another electric vehicle charging place with a fully functioning charger or parked elsewhere in accordance with the parking regulations. Otherwise a parking ticket may be issued and the vehicle removed to the car pound.
- If the vehicle is an invalid carriage or motor vehicle which is displaying a valid disabled persons' blue badge, then it must be an electric vehicle and be charging, or an instant PCN may be issued.

- The maximum stay periods at electric vehicle charging places also apply to vehicles that are displaying a valid disabled person's blue badge.

Exemptions to Enforcement

- (1) the vehicle is waiting for a period not exceeding two minutes, or such longer period as a parking attendant may approve, to enable a person to board or alight from the vehicle.
- (2) the vehicle is waiting owing to the driver being:
 - a. obliged to stop in order to avoid an accident; or
 - b. prevented from proceeding by any circumstances beyond their control, where the said circumstance relates directly to the movement, or otherwise, of traffic on the road.
- (3) the vehicle is being used for fire and rescue, ambulance or police purposes.
- (4) 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 in all the circumstances it is reasonably necessary in the exercise of such powers or in the performance of such duties for the vehicle to wait at the place in which it is waiting.
- (5) the vehicle is waiting only for so long as may be necessary to enable it to be used in connection with the removal of any obstruction to traffic.
- (6) if the vehicle, being a liveried vehicle, is in the service of, or is being employed by, a universal service provider and is in actual use, in the place within which the vehicle is waiting, while postal packets:
 - a. addressed to premises adjacent to the said place are being unloaded from the vehicle; or
 - b. addressed to premises adjacent to the said place having been unloaded from the said vehicle, are being delivered; or
 - c. are being collected from postal boxes or premises adjacent to the said place for loading onto the vehicle; or
 - d. are being loaded onto the vehicle.
- (7) the vehicle, not being a passenger vehicle, and where the said vehicle is integral to the work being undertaken, is waiting only for so long as may be reasonably necessary to enable it to be used for the purpose of:
 - a. any building operation, demolition or excavation in or adjacent to the parking place;
 - b. the maintenance, improvement or reconstruction of the parking place; or
 - c. the laying, erection, alteration, removal or repair in or adjacent to the parking place of any sewer or of any main, pipe or apparatus for the supply of gas, water or electricity or of any telecommunication apparatus; or
 - d. the placing, maintenance or removal of any traffic sign or parking meter.

provided that, in all cases, the vehicle or vehicles are in actual use in connection with the work being undertaken and that, in the case of any of the operations described in sub-paragraphs (iii) and (iv) above, the said operation or operations are to be conducted within the extents of the road.
- (8) the vehicle, not being a passenger vehicle, is in actual use in connection with the removal of furniture to or from one office or dwelling house adjacent to the place from or to another office or dwelling house.

Section 12 – Contraventions enforced under the Transport (Scotland) Act 2019.

New parking rules introduced under the Transport (Scotland) Act 2019 now allow Local Authorities to take enforcement action against vehicles that are:

- Parked on the pavement / footway.
- Double parked.
- Parked over pedestrian or cycle crossing points – where the kerb has been lowered or where the carriageway has been raised.
- Parked on a grass verge, between a carriageway and a footway.

From 29 January 2024, parking tickets/Penalty Charge Notices (PCNs) may be issued for the following parking contraventions:

100 – (section 50) parked on a pavement.

101 – (section 56) parked adjacent to a dropped kerb at a known crossing point.

102 – (section 54) parked where no part of the vehicle is within 50 centimetres of the carriageway.

PCN Contravention Code 100 – parked on a pavement.

Vehicles seen parked on a pavement, where there is no exemption in place, will be liable to receive a parking ticket. Any exemption in place will be shown by signage and bay markings on the relevant section of pavement. Vehicles not parked correctly within the bay markings will be issued with a PCN.

The vehicle is considered to be parked on a pavement if the vehicle is stationary and one or more of its wheels (or any part of them) is on any part of the pavement. Please note that even in circumstances where the driver of the vehicle is present and/or the engine of the vehicle is running, it will still be considered to be parked on the pavement.

Notes:

- Vehicles should be moved on if the driver is present. If the driver is not present or refuses to move the vehicle, then a parking ticket may be issued.
- Parking Attendants will issue an instant parking ticket to vehicles seen parked on the pavement unless the vehicle qualifies for an exception.
- Any vehicles issued with a parking ticket may be relocated or removed to the Car Pound.
- While there are exceptions within the legislation, vehicles should not be parked on the pavement unless it is absolutely necessary for it to be there and if a parking ticket is challenged on this basis, then written / documentary evidence must be provided to support this claim.
- Within the Controlled Parking Zone, the existing parking restrictions will generally apply and must continue to be adhered to. However, we can issue parking tickets under the Transport (Scotland) Act 2019 as required.
- Vehicles displaying blue (disabled) badges and other permit types are not exempt from PCN contravention 100 – parking on the pavement.
- Pavement parking can be enforced at all times (24 hours per day, 7 days a week, 365 days a year).
- It should be noted that we can issue postal parking tickets for this parking contravention if the Parking Attendant has been unable to serve the parking ticket.

- The pavement parking exemption does not apply to HGV's which are enforced by the Police under existing legislation. However, it applies to all other vehicle types, including but not limited to: cars, vans, motorcycles, buses
- Parking tickets issued under the Transport (Scotland) Act 2019 are set at the same charge levels as those issued under the Road Traffic Act 1991 (as amended). However, the charge levels are set under a separate process.

Please note that currently **no** street in Edinburgh is exempt from the pavement parking legislation. However, if exemptions were introduced the signage displayed would look like this.



This means vehicles may be parked partially on the footway.



This means vehicles may be parked partially on the footway in marked bays.



This sign is used at the end of the area where vehicles may be parked partially on the footway.



This sign means vehicles may be parked wholly on the verge or the footway.



This sign means that vehicles may be parked wholly on the footway in marked bays only.



This sign is used at the end of any area where vehicles may be wholly on the verge/footway.

PCN Contravention Code 101 – parked adjacent to a dropped kerb at a known crossing point.

A person must not park a vehicle on a carriageway adjacent to a footway, where for the purpose of assisting pedestrians or cyclists to cross the carriageway –

- The footway has been lowered to meet the level of the carriageway, or
- The carriageway has been raised to meet the level of the footway.

Notes:

- Vehicles should be moved on if the driver is present. If the driver is not present or refuses to move the vehicle, then a parking ticket may be issued.
- Parking Attendants will issue an instant parking ticket to vehicles seen parked adjacent to known crossing points unless the vehicle qualifies for an exception.
- While there are some exceptions to the legislation, vehicles should not be parked in these circumstances unless it is strictly necessary and if a parking ticket is challenged on this basis, then written / documentary evidence will be required.
- Any vehicles issued with a parking ticket may be relocated or removed to the Car Pound.
- Within the Controlled Parking Zone, the existing parking restrictions will generally apply. However, we can issue parking tickets under the Transport (Scotland) Act 2019 as required.

- Vehicles displaying blue (disabled) badges and other permit types are not exempt from PCN contravention 101 - parked adjacent to dropped kerbs at known crossing points.
- This parking contravention can be enforced at all times (24 hours per day, 7 days a week, 365 days a year).
- It should be noted that we can issue postal parking tickets for this parking contravention if the Parking Attendant has been unable to serve the parking ticket.
- Please note that the legislation does not apply where the footway has been lowered or the carriageway has been raised for the purpose of access to a driveway or garage whether commercial or residential and Parking Attendants are unable to issue parking tickets in these circumstances. However, parking on the footway outside a driveway or property entrance may still be enforced under code 100.
- You should also avoid parking adjacent to dropped kerbs which are provided for refuse collection.
- Parking tickets issued under the Transport (Scotland) Act 2019 are set at the same charge levels as those issued under the Road Traffic Act 1991 (as amended). However, the charge levels are set under a separate process.
- Contravention 101 applies to all vehicle types, including but not limited to: cars, vans, motorcycles, buses.

PCN Contravention Code 102 - parked where no part of the vehicle is within 50 centimetres of the carriageway edge (double parked).

A person must not park a motor vehicle on the carriageway in such a way that no part of the vehicle is within 50 centimetres (cm) of the edge of the carriageway. To clarify, the vehicle must be parked within 50 centimetres of the edge of the carriageway, or it may be deemed to be double parked. Please note that even in circumstances where the driver of the vehicle is present and/or the engine of the vehicle is running, it will still be considered to be double parked.

Notes:

- Vehicles should be moved on if the driver is present. If the driver is not present or refuses to move the vehicle, then a parking ticket may be issued.
- Parking Attendants will issue an instant parking ticket to vehicles seen double parked unless the vehicle qualifies for an exception.
- Any vehicles issued with a parking ticket may be relocated or removed to the Car Pound.
- While there are some exceptions to the legislation, vehicles should not be double parked unless it is strictly necessary and if a parking ticket is challenged on this basis, then written / documentary evidence will be required.
- Within the Controlled Parking Zone, the existing parking restrictions will generally apply. However, we can issue parking tickets under the Transport (Scotland) Act 2019 as required.
- Vehicles displaying blue (disabled) badge and other permit types are not exempt from PCN contravention 102 - parked where no part of the vehicle is within 50 centimetres of the carriageway (double parked).
- Double parking can be enforced at all times (24 hours per day, 7 days a week, 365 days a year).
- It should be noted that we can issue postal parking tickets for this parking contravention if the Parking Attendant has been unable to serve the parking ticket.
- Vehicles double parked against bins, cycle lockers, another vehicle etc are liable to receive a parking ticket. Vehicles also need not be parked adjacent to another vehicle or object for

them to be considered as double parked, so long as they are more than 50cm from the carriageway edge.

- Parking tickets issued under the Transport (Scotland) Act 2019 are set at the same charge levels as those issued under the Road Traffic Act 1991 (as amended). However, the charge levels are set under a separate process.
- Contravention 102 applies to all vehicle types, including but not limited to: cars, vans, motorcycles, buses.

Exceptions to Enforcement

Details of these can be read in the relevant legislation at [Transport \(Scotland\) Act 2019 \(legislation.gov.uk\)](https://www.legislation.gov.uk) .

To summarise, exceptions to contravention codes 100 (pavement parking) and 102 (double parking) apply to:

- Emergency service vehicles and medical practitioners in emergency situations.
- Vehicles used to do work on the roads or removal of obstructions.
- To allow for certain deliveries and collections with certain conditions:
 1. only if the vehicle is unable to wait on the road,
 2. the vehicle must leave 1.5 m of footway for pedestrians to pass, and
 3. deliveries and collections can only be for a maximum of 20 minutes.

Exceptions to contravention code 101 (parked at a known crossing point) apply to

- Emergency service vehicles and medical practitioners in emergency situations.

Section 13 - Vehicle Removals and Clamping

Vehicle Removals and Relocations

- Any vehicle may be authorised for removal after the issue of a PCN.
- The Council prioritises the removal of certain contraventions over others. The removal priorities are outlined in Appendix 3.
- In certain cases, the vehicle may be left in position or possibly relocated to a nearby area if it is deemed to be causing an obstruction, rather than be removed to the car pound, for example:
 - If the vehicle is displaying a valid disabled person's blue badge.
 - If the vehicle is displaying a valid Healthcare Workers Permit.
 - If the vehicle is parked in a pay and display parking place and has a valid electronic permit or is displaying a valid permit for the zone in which it is parked.
- Any vehicles displaying an altered disabled persons' blue badge should be issued with an instant PCN and be authorised for removal. Details of this action must be forwarded to the Council's Corporate Fraud team at the earliest opportunity.
- Should a vehicle which has been authorised for removal be deemed too large to be lifted by a Council removal truck, then arrangements may be made to have the offending vehicle clamped or removed to the car pound by a third-party contractor.

Persistent Evaders and Offenders

- A Persistent Evader is a vehicle with three or more parking tickets, bus lane notices or a combination of both outstanding between and including full charge level to Sheriff Officers stages, where no correspondence has been received.
- Vehicles classed as Persistent Evaders are high priority removals after being issued with a PCN.
- Persistent Evader vehicles which have high levels of debt (above £500) are classed as High Value Debtors.
- Vehicles classed as Persistent Evaders and High Value Debtors are not entitled to the standard observation periods, with instant PCNs issued in most circumstances.
- Persistent Offenders – these vehicles have incurred five or more paid notices (including parking tickets, bus lane notices or a combination of both) within the three previous full calendar months.
- Persistent Offenders are a medium priority for removal.

Clamping

- Any vehicle which is classed as a Persistent Evader or High Value Debtor and has more than 10 PCNs outstanding may also be clamped.
- Vehicle owners must provide the Council with current address details and pay the clamp release fee to have their vehicle unclamped.
- Any vehicle which remains clamped through the day may be removed to the car pound. In such cases the clamping fee will be waived and the higher removal fee will become payable.

Appendix 1 – Dispensations and Suspensions

Dispensations

A dispensation can be requested if you need to load or unload on a single yellow line for longer than 30 minutes. There is an administration charge for each dispensation request per vehicle and location which must be paid in full by debit or credit card before a dispensation request can be processed. Current prices are available on the [parking dispensations webpage](#) below.

You can apply for a dispensation by calling us on 0131 672 1587 between the hours of 8:30am and 5pm, Monday to Friday, or by emailing us at edinburghdispensation@nslservices.co.uk or by completing and returning the downloadable form provided on our [parking dispensations webpage](#). We need at least 24 hours' notice.

You should give as much notice as possible if you need a dispensation for:

- delivering heavy goods
- furniture or home removals
- vehicle with generators.

To set up a dispensation we require:

- the location address
- the start and end times
- the company name / contact details
- the vehicle registration.

Suspensions

Parking bay suspensions are charged at the appropriate pay and display hourly rate for the street/area. All charges must be paid in full by debit or credit card before a suspension request can be processed. Pay and display charges can be found on the [parking prices and times](#) webpage.

You can apply for a suspension by calling us on 0131 672 1587 between the hours of 8:30am and 3pm, Monday to Friday, or by emailing us at edinburghsuspensions@nslservices.co.uk or by completing and returning the downloadable form provided on our [parking suspensions webpage](#).

For suspensions we require three days' notice, excluding weekends, for resident permit parking spaces and two days' notice, excluding weekends, for public parking bays. Charges vary depending on the area.

To set up a suspension we require:

- the location address
- contact details
- date(s) required
- reason for the suspension.

Appendix 2 - Summary of Parking Permits

Residents' Parking Permit Scheme for Controlled Parking Zones (CPZ)

- Residents' parking permits are available to any resident residing at a qualifying address within the Controlled Parking Zone (CPZ) in Edinburgh as defined by the CPZ Traffic Regulation Order.
- Residents' parking permits allow residents to park within permit holders or shared use parking places within their zone. Residents' permits do not allow parking in any other designated parking place, restricted areas or grant eligibility to any other access scheme (including the Low Emission Zone).
- The hours of operation are as follows:
 - Central Zones (Zones 1 to 4) – 8.30am to 6.30pm Monday to Saturday and 12.30pm to 6.30pm on Sunday.
 - Peripheral and Extended Zones (Zones 5 to 8 and zones prefixed with N or S) – 8.30am to 5.30pm Monday to Friday.
 - Priority Parking Areas – the times of operation are given below.
 - Zone K – Monday to Friday between 8.30am - 9.30am and 4pm – 5pm.

Table 1 - Priority Parking Area Operating Hours

Priority Parking Area	Operating Hours
B1 and B3	10am to 11.30am, Monday to Friday
B2, B9 and B10	1.30pm to 3pm, Monday to Friday
B4 and B5	11.30am to 1pm, Monday to Friday
B6	11am to 12.30pm, Monday to Friday
B7	9.30am to 11am, Monday to Friday
B8	12.30pm to 2pm, Monday to Friday

- Applications for residents' permits should be made online. Residents must supply proof of residence and a copy of the vehicle registration document showing that the vehicle is owned by them. If the vehicle is not registered in the applicant's name, then the applicant must produce:
 - A letter from the registered keeper declaring that they are the main user and keeper of the vehicle.
 - The insurance certificate detailing their name, address, postcode and vehicle registration or a recent letter from the insurance company verifying the vehicle is usually kept by them at an address within the CPZ.
 - If the vehicle is owned by a leasing or hire company, the applicant must provide a written declaration from the hirer or leaser of the vehicle advising that the vehicle is for the applicant's sole use.
- Charges for residents' parking permits are based on the zone in which the applicant's property is located and on either the vehicle's CO2 emissions (g/km) or engine size (cc). The first permit is issued at the standard price (Permit 1 charge) additional permits will incur an additional surcharge (Permit 2 charge) depending on the band of that vehicle.
- A maximum of two permits can be issued to a household; however, each person is only eligible for a single permit. In some situations, there may be no eligibility or a limit of only one permit when a property has been newly built, sub-divided or converted.
- Residents can apply for a merged residents permit, two vehicles will be registered to the permit, however, only one vehicle can use the permit to park at any one time.
- Blue badge holders and motorcycles are entitled to an exempt (free) residents parking permit.

- Trailers, vehicle carrying more than 12 passengers and vehicles over 2.5m in height are not eligible for residents parking permits.
- Residents' parking permits do not guarantee the resident a parking place, however, it does give them priority over people without permits during the operating hours.

Trades Parking Permit Scheme

- Trades permits are available to qualifying tradespeople such as plumbers, joiners, roofers, etc. A list of qualifying trades is available on the Council's website.
- The trades' permits can be used for parking free of charge in pay and display and shared used parking places without any time restriction and in permit parking places between the hours of 9.00am and 4.30pm Monday to Saturday in all of Edinburgh's Controlled Parking Zones (providing no further parking restrictions are in force). The trades permit may also be used within permit parking places between the hours of 12.30pm to 6.30pm, in central zones 1 to 4 on Sunday.
- Trades parking permits do not allow parking in any other designated parking places or restricted areas and vehicles must always comply with the relevant parking restrictions.
- Trades permits do not grant eligibility to enter any other access scheme (including the Low Emission Zone).
- Applicants must sign a declaration confirming that their vehicle is fully liveried with the business name and contact details and essential for business use. Vehicles displaying a trades permit that are not liveried with the company name associated with the permit may be issued with an instant Penalty Charge Notice.
- The applicant must supply a copy of the vehicle registration document/hire or lease agreement and a copy of their insurance document proving that the vehicle is insured for business use. The business rates bill should be provided if available.
- There is no limit to the number of permits that a business can apply for and no limit to the number of vehicles that can be registered to use a trades parking permit. All vehicles must meet the requirements of the scheme. Only one vehicle can use one permit at a time.
- A trades permit does not guarantee the holder a parking place.

Retailers' Parking Permit Scheme

- Retailers' parking permits are available to retailers in peripheral (zones 5 to 8) and extended zones (zones prefixed with N or S) only.
- Retailers' parking permits allow the vehicle to park in permit holders or shared use parking places within the zone in which the business is located. Retailers' permits do not allow parking in any other designated parking places or restricted areas and vehicles must always comply with the relevant parking restrictions.
- Retailers' parking permits do not grant eligibility to enter any other access scheme (including the Low Emission Zone).
- The business must be carrying out a Class 1 retail activity as specified by the Town & Country Planning (Use Classes Scotland) Order 1997.
- The applicant must supply a copy of the vehicle registration document/hire or lease agreement and a copy of their insurance document proving that the vehicle is insured for business use. The business rates bill should be provided if available.
- Peripheral Retailers Parking Permits
 - Applicants must declare that their vehicle is fully liveried and essential for business use.
 - Only one permit is permitted per business, there is no limit to the number of vehicles that can be registered to use a retailers' parking permit. All vehicles must meet the requirements of the scheme.

- The permit will display the business name – this must match with the livery on the vehicle otherwise a PCN may be issued.
- Extended Retailers Parking Permits
 - Applicants must declare the vehicle is essential for business use. There is no requirement for the vehicle to be liveried.
 - There is a maximum of two permits permitted per business, with a maximum of two vehicles per permit.
 - The permit will display the registration numbers of the registered vehicles.
 - A retailers' permit does not guarantee the holder a parking space.

Business Parking Permit Scheme

- Business parking permits are only available to businesses located in the extended controlled parking zones (zones prefixed with N or S).
- Business parking permits allow the vehicle to park in permit holders or shared use parking places within the zone in which the business is located. Business permits do not allow parking in any other designated parking places or restricted areas and the vehicle must always comply with the relevant parking restrictions.
- Business parking permits do not grant eligibility to enter any other access scheme (including the Low Emission Zone).
- The business must be carrying out a Class 2 business activity as specified by the Town & Country Planning (Use Classes Scotland) Order 1997.
- The applicant must supply a copy of the vehicle registration document/hire or lease agreement and a copy of their insurance document proving that the vehicle is insured for business use. The business rates bill should be provided if available.
- Applicants must declare the vehicle is essential for business use. There is no requirement for the vehicle to be liveried.
- There is a maximum of two permits permitted per business, with a maximum of two vehicles per permit.
- The permit will display the registration numbers of the registered vehicles.
- A business permit does not guarantee the holder a parking space.

Healthcare Workers' Permit Scheme

- Healthcare Workers' Permits, previously known as Essential User Permits (EUPs) are provided to healthcare professionals to allow them to park more easily whilst carrying out domiciliary visits across Edinburgh.
- Healthcare Workers' Permits come with an integrated clock. This must be set to the required hour and nearest five minutes at the time of arrival.
- The permits are only valid for a maximum period of two hours in any one location.
- The permit allows parking on a single or double yellow line provided there is no loading prohibition and in pay and display parking places within the Peripheral and Extended Controlled Parking Zones.
- The permit should be clearly displayed in the windscreen when the vehicle is being used in connection with a domiciliary visit.
- Healthcare Workers' Permits do not grant eligibility to enter any other access scheme (including the Low Emission Zone).
- The permits are not vehicle specific.
- The permit number and the expiry date are printed on the permit.

Visitors' Parking Permit Scheme

- Residents residing in the Central, Peripheral and Extended Controlled Parking zones (Zones prefixed with N or S) and Priority Parking Areas are entitled to purchase visitors' parking permits.
- Visitors' parking permits can be used to park in permit holders or shared use parking places within the appropriate zone. Visitor permits are not valid in mews areas.
- Visitors' parking permits are sold in books of 10. Details on maximum allowances are given on our [visitors' parking webpage](#).
- In the Central Zones (1 to 4) residents can purchase a maximum of 20 books per annum.
- In the Peripheral (5 to 8) and Extended Zones (Zones prefixed with N or S) residents can purchase a maximum of 15 books per annum.
- In Priority Parking Areas (B1 to B10) residents can purchase a maximum of 3 books per annum.
- Residents' meeting disability criteria can purchase a book of 10 permits at a reduced price and are eligible for an enhanced allowance of permits. Current prices and allowances are specified on our website.
- Residents do not need to own a vehicle or hold a residents' parking permit to purchase visitor permits.
- A single visitors' parking permit allows 90 minutes of parking within the appropriate zone or for the full controlled period in a Priority Parking Area.
- Visitors' need to scratch out the details on the permit including the day, date, month, year, hour and time of arrival. More than one permit can be displayed. The same 6 boxes should be scratched out on each permit.
- Visitors' permits do not carry over unused time to the next day.
- We can only exchange full books of unused and out of date permits. We can only refund full books of unused permits for customers who have moved out of eligible areas. We are unable to offer refunds in any other circumstances or for single permits.
- Visitors' permits do not grant eligibility to enter any other access scheme (including the Low Emission Zone).

Doctors Parking Permit Scheme

- Doctors permits allow parking in designated doctors parking places only.
- Doctors are eligible to apply for a residents' parking permit if their surgery is located within the CPZ.
- Residents' parking permits allow parking within permit holders or shared use parking place within the specified zone.
- Charges for residents parking permits are based on the zone in which the surgery is located and on either the vehicle CO2 emissions (g/km) or engine size (cc). The first permit is issued at the standard price (Permit 1 charge) additional permits will incur an additional surcharge (Permit 2 charge) depending on the band of that vehicle.
- A maximum of two residential parking permits can be issued to each surgery.
- A residents' permit issued to a doctor does not grant eligibility to enter any other access scheme (including the Low Emission Zone).

Garage Services Parking Permit Scheme

- Garage services permits allow parking in specially designated parking places which will display the corresponding garage reference number, within the specified CPZ.

- Permits are intended for the parking of customer vehicles while waiting for a space to become available inside the garage. They are not intended for use whilst actual work is being conducted on the vehicle while it is on the public road. In addition, they are not intended for staff or commuter parking and misuse may result in permit(s) being withdrawn.
- Businesses operating garage services (e.g. mechanical repairs, vehicle bodywork) may be eligible to apply for a garage services parking permit and designated parking places if their premises are located within a new extended CPZ, numbered N6 or S5 and higher.
- Charges for garage services parking permits are based on a tiered system. The first three permits are issued at the standard price (Permit 1 charge), additional permits will incur an additional surcharges as follows; permits four to seven are issued at an intermediate price (Permit 2 charge) while permit eight (Permit 3 charge) is issued at a higher price. Prices are listed on the permit price webpage of the Council's website.
- A maximum of eight garage services parking permits can be issued to each business.
- Only one vehicle can use one permit to park at any one time. They are currently issued in paper form.
- A garage services permit does not guarantee the holder a parking place.
- A garage services permit does not grant eligibility to enter any other access scheme (including the Low Emission Zone).

Temporary Residents Parking Permit Scheme

- A temporary, electronic residents parking permit is available to residents when they have a temporary vehicle, for example a courtesy vehicle or to a resident when they are moving home.
- The temporary permit allows a resident the same concessions as an ordinary permit holder.
- Temporary permits are issued free of charge for either 5, 10 or 14 days depending upon the circumstances.
- In order to obtain a temporary residents' permit the customer must already be in possession of a valid residents' parking permit and must meet the eligibility criteria in order to obtain a temporary permit.
- The permit holder must produce proof that a temporary permit is required and evidence linking them to the temporary vehicle.
- A temporary permit does not grant eligibility to enter any other access scheme (including the Low Emission Zone).

Appendix 3 - Clamping and Removal Priority List

Any vehicle can be removed if it is parked in contravention of the parking regulations. Removals are prioritised in the following order:

High Priorities

- Where the vehicle presents a risk to safety and/or is obstructing traffic flow, such as on Greenways and in Bus Stop Clearways.
- Persistent Evaders – where a vehicle is a Persistent Evader * (**see note below**) or a vehicle has 3 or more open notices (including parking tickets, bus lane notices or a combination of both) on the High Value Debtor list.
- Foreign Vehicles - applies to all foreign vehicles with 5 or more open notices (including parking tickets, bus lane notices or a combination of both) and/or on the High Value Debtor list.
- Where the vehicle is parked in an electric vehicle parking place and is not charging.

Medium Priorities

- Where the vehicle is parked in a disabled bay without displaying a valid blue badge.
- Where the vehicle is parked in a permit parking place without displaying or holding a valid permit ** (**see note below**).
- Where the vehicle is parked on a yellow line when loading or unloading is prohibited *** (**see note below**).
- Where the vehicle is parked in a bay for which it is not designed or approved, for example a motorcycle or car club bay.
- Where a vehicle is parked on a length of street where loading and unloading is prohibited due to a Temporary Traffic Regulation Order (TTRO) or a suspension.
- Where a vehicle is parked on a double yellow line, outwith any loading prohibition, including on adjacent footways/verges or at dropped crossings.
- Where the vehicle remains parked in a public or shared use parking place on consecutive controlled days and a 2nd or subsequent PCNs are issued for the same contravention and the vehicle has not moved.
- Where the vehicle is parked in a permit parking bay within a priority parking area.
- Where the vehicle is classed as a Persistent Offender **** (**see note below**).
- Where the vehicle is parked on a pavement, parked adjacent to a dropped kerb at a known crossing point or parked where no part of the vehicle is within 50cm of the carriageway edge (double parked).

Lower Priorities

- Where the vehicle is parked in a limited waiting bay, or on a waiting restriction (e.g. single yellow line or loading bay) where loading is permitted but the vehicle is not being loaded or unloaded, the vehicle should not be removed until 1 hour has elapsed since the issue of the PCN.

Notes

* A Persistent Evader is a vehicle with three or more parking tickets, bus lane notices or a combination of both outstanding between and including full charge level to Sheriff Officers stages, where no correspondence has been received.

Persistent Evaders are not granted the courtesy grace periods given, such as; at the start of the day, on yellow lines (outwith any loading prohibition) and in public or shared use parking bays.


** Where a vehicle is parked in a permit bay, solo motorcycle bay or on a waiting restriction, but is also displaying a valid voucher, it should not be removed until 15 minutes after the voucher has expired (unless the vehicle is classed as a persistent evader).


Non car club vehicles parked in car club bays should be removed immediately regardless of the fact that it may be displaying a valid voucher.

*** For vehicles issued with a Penalty Charge Notice (PCN) for a 02 contravention on a main traffic route, arrangements should be made to remove the vehicle prior to the restriction changing to a 01 contravention.

**** To be classed as a Persistent Offender, a vehicle must have incurred five or more paid notices (including parking tickets, bus lane notices or a combination of both) within the three previous full calendar months.

Appendix 4 – Guidelines for Parking Outwith Bay Markings

 bay markings

 bay where vehicle should be parked



Within bay markings – do not PCN.



Two wheels on line and within bay markings – do not PCN.



Two wheels outside bay markings. Issue PCN. This would also apply if the vehicle had two wheels on a length of yellow line.

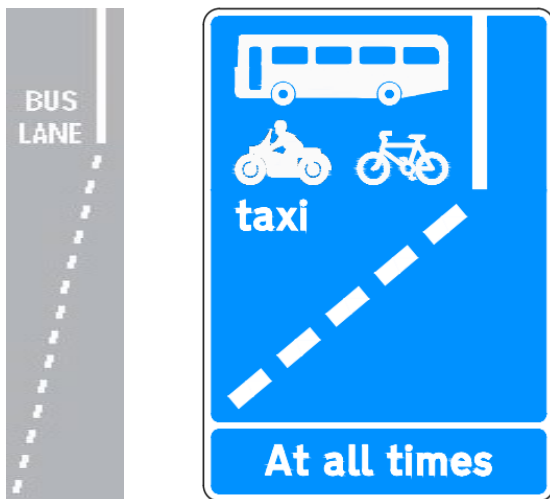


Two wheels spanning gap between two bays. Not encroaching on another bay – do not PCN.



Two wheels outside bay spanning gap between two bays. Encroaching on another bay. Issue PCN. This would also apply if the vehicle had two wheels on a length of yellow line.

Appendix 5 - Bus Lanes and Bus Gates



The Council's [City Mobility Plan](#) aims to improve the way people and goods travel to and from and around the city and sets a target to be net zero carbon by 2030.

Policy measure 'Movement 4 Bus Priority Measures' aims to; expand and enforce public transport priority measures to improve journey time reliability and operational efficiency within the city and wider region.

In support of this policy commitment we will continue to deploy bus lane enforcement cameras and expand the number of camera locations, where necessary, to ensure that the public transport network functions as intended.

Aims

Camera enforcement aims to

- reduce delays to public transport,
- make journey times more reliable,
- enhance road safety for cyclists, motorcyclists and pedestrians,
- reduce frustration of other motorists complying with the regulations and
- free up Police enforcement resources.

Bus lane cameras only affect motorists misusing bus lanes and aim to improve driving behaviour by penalising those who misuse them and put other road users at risk.

Bus lanes and bus gates can only be used by specific vehicles at certain times. Details of permitted vehicles and times of operation are shown on signs at the start of each bus lane and bus gate.

Drivers should always comply with the bus lanes signs and markings. Bus lanes start with a tapered dashed line, have a thick white line separating them from general traffic lanes and have repeater 'BUS LANE' road markings throughout. Signs in advance and throughout inform motorists of the restricted times.

24 Hour Bus Lanes

General traffic cannot use these at any time. They are for buses, taxis and cyclists only.

Bus Gates

These are restricted 24 hours a day and can only be used by:

- Public service buses,
- Taxis (not private hire vehicles),
- Pedal cycles and
- Emergency service vehicles.

Peak Hour Bus Lanes

Bus lanes on main roads into and out of the city mainly operate at peak times only, generally between 7.30am to 9.30am and 4pm to 6.30pm, Monday to Friday. During these times only these vehicles may use them:

- Public service vehicles,
- Taxis (not private hire vehicles),
- Motorcycles,
- Pedal cycles and
- Emergency service vehicles.

The Police can still take enforcement action against drivers incorrectly using bus lanes and bus gates anywhere in the city.

A map showing the [bus lane camera locations](#) is available on the Council's website.