

SOUTH OXFORDSHIRE DISTRICT COUNCIL

(CIVIL ENFORCEMENT OFF-STREET PARKING PLACES)(NO.1) ORDER 2026

South Oxfordshire District Council (“the Council”) in exercise of its powers under Sections 32, 33(4) and 35 of the Road Traffic Regulation Act 1984 (“the Act”) and Part IV of Schedule 9 of the Act, the Traffic Management Act 2004 and of all other enabling powers; with the consent of Oxfordshire County Council in accordance with Section 39(3) of the Act and after consultation with the Chief Officer of Police in accordance with Part iii of Schedule 9 of the Act, hereby makes the following Order:-

PART I

GENERAL

1. Commencement

This order shall come into operation on the 2026 and shall be cited as The South Oxfordshire District Council (Civil Enforcement Off-Street Parking Places)(No.1) Order 2026.

2. Interpretation

- (1) Any reference in this Order to a numbered Article is a reference to the Article bearing that number in this Order and any reference in this Order to a Schedule is a reference to the Schedule 1 of Charges to this Order.
- (2) In this Order –
 - “Civil Enforcement Officer” shall mean a person duly authorised by the Council to carry out the duties hereinafter specified;
 - “charge” means a charge payable as set out in Article 4 below;
 - “charging period” means any period specified in columns 5 and 7a and 7b of the Schedule in respect of which a charge is specified in Article 4;
 - “disabled person’s badge” has the same meaning as in The Disabled Persons (Badges for Motor Vehicles)(England)Regulation 2000;
 - “disabled person’s parking space” means any area of a parking place which is provided for the leaving of a vehicle driven by or for disabled person, and indicated by markings on the surface of the parking place;
 - “disabled person’s vehicle” has the same meaning as in The Local Authorities’ Traffic Orders (Exemption for Disabled Persons)(England)Regulation 2000;
 - “driver” in relation to a vehicle waiting in a parking place, means the person driving the vehicle at the time it was left in the parking place;
 - “Renewable fuel vehicle” shall mean a motor vehicle designed to operate using fuels derived from renewable resources, including but not limited to biofuels produced from organic materials such as plants, algae, or animal waste.
 - “electric vehicle” means for the purposes of this order, a vehicle which required an external means of charging and is capable of driving at least 20 miles with zero CO2 emissions.
 - “Electric vehicle recharge bay” means a bay marked for the charging of vehicles which require an external means of charging;

“penalty charge” has the same meaning as in the Civil Enforcement of Parking Contraventions (England) General Regulations 2007;
“Penalty Charge Notice” has the same meaning as in the Civil Enforcement of Parking Contraventions (England) General Regulations 2007;
“market trader permit” shall have the meaning assigned to it in Article 4(7) below;
“motor cycle” shall have the meaning assigned to it by Section 136(4) of the Act;
“motor cycle parking space” means any area of a parking place which is provided for the parking of a motor cycle and indicated by markings on the surface of the parking place;
“motor vehicle” shall have the meaning assigned to it by Section 136(1) of the Act;
“owner” in relation to a vehicle means the person by whom such a vehicle is kept and used and who is recorded as the registered keeper by the Driver and Vehicle Licensing Agency;
“parking space” means any area of a parking place which is provided for the leaving of a vehicle and indicated by markings on the surface of the parking place;
“parking permit” shall have the meaning given to it in Article 4(6) below;
“parking place” means any area of land specified by name in column 1 of the Schedule provided by the Council under Section 32(1) of the Act for use as a parking place;
“permitted period” shall have the meaning set out in column 5 of the Schedule;
“swimmer’ permit” shall have the meaning assigned to it in Article 21(4) of this Order;
“Schedule” shall mean the Schedule attached to this Order;
“trailer” shall have the meaning assigned to it by Section 136(1) of the Act;
“valid parking registration” shall mean the registration of a vehicle or parking permit issued for the period during which the vehicle is parked in that parking place;
“vehicle” shall mean a motor vehicle, renewable fuel vehicle, disabled person’s vehicle, motor cycle or trailer as defined in this Article.

3. The parties acknowledge that this Order is entered into by the South Oxfordshire District Council (the "Predecessor Council"). In the event that a local government reorganisation takes place, pursuant to a Structural Changes Order or other statutory instrument under the Local Government Act 1972, the Cities and Local Government Devolution Act 2016, or similar legislation, all rights, obligations, and liabilities of the Predecessor Council under this Order shall automatically vest in the new, legally designated successor unitary authority (the "Successor Authority") on the designated "Vesting Day".

PART II

USE OF LAND AND PARKING PLACES

3. Use of land and parking places

- (1) Each area of land specified by name in column 1 of the Schedule and shown on the attached plans may be used, subject to the following provisions of this Order, as a parking place for such classes of vehicles, for such purposes, in such positions, on such days, and during such hours as are specified in relation to that area in the Schedule to this Order.
- (2) Where in the Schedule a parking place is described as available for vehicles of a specified class or in a specified position or for a specified purpose, the driver of a

vehicle shall not permit it to wait in that parking place or parking space unless it is of the class of vehicle and in the position so specified or for the purpose so specified.

- (3) Insofar as a vehicle is left in a parking place during the charging period, the driver of it shall immediately pay such charge or charges as are specified in the provisions of this Order.
- (4) Insofar as a vehicle is left in a parking place during the charging period, the driver of it shall immediately register their vehicle or obtain a digital ticket during a charging period even if a charge has not become payable in accordance with 7a and 7b of the Schedule unless payment in accordance with 7a and 7b of the Schedule has been made by telephone or other electronic means where a physical ticket is not provided.
- (5) Insofar as a driver is not required to display a ticket or obtain a digital ticket or permit in a parking place for which no charge is made, the driver of it shall prior to parking or immediately on arrival register their vehicle.
- (6) Insofar as a vehicle is parked in a parking place for which a parking permit has been provided by the Council, the driver of that vehicle shall prior to parking or immediately on arrival either display a valid permit or register their vehicle to obtain a digital permit for the duration that the vehicle is parked in that parking place under the terms of the parking permit;
- (7) On expiry of the maximum period that a vehicle may wait, as set out in column 5 of the Schedule, the driver shall not return the vehicle to that parking place within the no return period as set out in column 6 of the Schedule 1.
- (8) The Council shall make provision by the installation of charging points for renewable powered vehicles at any parking place and shall make provision to designate parking spaces for use by drivers of renewable fuel powered vehicles to charge such a vehicle at a charging point.
- (9) The Council may suspend parking or may suspend the operation of part or all of this Order in respect of any parking space, parking place or part of any parking place thereof. No person shall park in any parking space, parking place or part of any parking place thereof where parking has been suspended unless the written permission of the Council has been granted.
- 10) Nothing in this Order shall prevent the Council from authorising the use of a parking space, or a parking place or part thereof for any other purpose where parking has been suspended in accordance with Article 3(9).
- 11) By exception, the Council may allow continuous parking (more than 23 hours) for a particular purpose or need as long as required payment is made.

4. Payment of Parking Charges

- (1) This Article applies to the parking places specified by name in the Schedule.
- (2) The charge for a vehicle left in a parking place during the charging period shall be as set out in columns 7a and 7b of the Schedule.
- (3) The charge referred to in paragraph (2) of this Article shall be paid by the insertions into the apparatus or device provided of either:
 - (a) a coin or coins or notes, of appropriate denomination, to the amount of the charge;
 - or
 - (b) (if the machine is so constructed or adapted) by contactless payment or any other means or electronic or digital payment;
 - or
 - (c) information required by the apparatus or device at the parking place to make payment for the charge by electronic or digital means;

The apparatus or device being in accordance with the provisions of Section 35(3) of the Act. It may be required to enter prescribed information required by the apparatus or device at the parking place before a ticket can be issued, or before confirmation of your parking can be provided.

- (4) If at any time a vehicle is left in a parking place and without the vehicle being registered as required by Article 3(4) above, it shall be presumed that no charge has been paid, unless it can be verified by the car park inspector that payment has been made by telephone or other electronic means.
- (5) Where indicated in column 7b of the Schedule, the owner of the vehicle, or their representative may, on application to the Council, purchase a parking permit in respect of that vehicle for a charge ascertained by reference to the charge specified in paragraph (2) of the Article, and that parking permit shall be valid in such parking places as are specified thereon during the period for which it is issued.
- (6) Where indicated in column 7b of the Schedule, a market trader, or their representative, may on application to the Council purchase a parking permit for one particular day of the week in respect of their vehicle for a charge ascertained by reference to the charge specified in paragraph (2) of this Article and that parking permit shall be valid in such parking places as are specified thereon during the period for which it is issued.
- (7) No vehicle shall be left in a parking place without a valid parking permit being displayed in accordance with paragraphs 4(5) or 4(6) above or without a permit being issued in accordance with paragraph 3(6). The driver of the vehicle remains responsible for displaying a valid permit at all times obtaining a digital permit. The driver of the vehicle left in a parking place without registering their vehicle in accordance with paragraph 3(4) & 3(5) or not having a valid permit shall have contravened this Order whether or not a vehicle has been registered or whether or not a payment has been made, unless it can be verified by the car park inspector that payment has been made by telephone or other electronic means.
- (8) The Council may from time to time make provision of any charge by any means it may determine and may make provision by the installation at any parking place of apparatus or device adapted for that purpose. The Council may also make provisions for the payment of any charge by means of a prepaid card and may make arrangements for the issue of prepaid cards:
 - (a) in such denominations; and
 - (b) from such place or places;as it shall determine.
- (9) The Council may from time to time make provision for the driver of a vehicle to register their vehicle in order to use a parking place that is not subject to any charge as set out in columns 7a and 7b of the Schedule and may (a) make that provision by the installation of any apparatus or device it may determine adapted for the purpose of recording vehicle registrations in accordance with Article 3(5).
- (10) The applicant for parking permit issued in accordance with paragraphs 4(5) or 4(6) of this Article may apply to the Council for a replacement parking permit for a charge as set out in the Schedule to this Order.

5. Penalty Charge

- (1) A penalty charge will be payable by the driver or the owner of the vehicle for not complying with the provisions of this car park Order for the use of the car park. These provisions are called parking contraventions and are set out in column 8 of the Schedule to this Order.

- (2) All enforcement of parking contraventions will be carried out by Civil Enforcement Officers.
- (3) Enforcement of penalty charges shall be carried out in accordance with the provisions of the Civil Enforcement of Parking Contraventions (England) General Regulations 2007. The Parking Penalty Enforcement Process is attached to this Order.
- (4) Any appeals and representations following the issue of a Penalty Charge Notice shall be conducted in accordance with the Civil Enforcement (England) Representations and Appeals Regulations 2007. The Parking Penalty Enforcement Process is attached to this Order.
- (5) In the event of a conflict between this car park Order and the Regulations referred to in 5(3) and 5(4), the Regulations will take precedence.

6. Alteration of the position and removal of a Penalty Charge Notice

It shall be an offence under Regulation 11 of the Civil Enforcement of Parking Contraventions (England) General Regulations 2007 for any unauthorised removal or interference with a Penalty Charge Notice, once it has been affixed to a vehicle, liable on summary conviction to a fine not exceeding level 2 on the standard scale.

7. Vehicle driven away prior to a Penalty Charge Notice being served

If the Civil Enforcement Officer's pocket notebook and/or computer notes confirm that the vehicle drove away after the issue of the Penalty Charge Notice had begun, i.e. whilst details were being noted, but before the Penalty Charge Notice could be served, i.e. handed to the driver or affixed to a vehicle, the Penalty Charge Notice will be served on the owner of the vehicle by post or by electronic means after obtaining the owner details from the Driver and Vehicle Licensing Agency.

8. Penalty Charge Rate

The penalty charge Notice rates and a list of contraventions are specified in the Schedule.

9. Removal of vehicles

- (1) If a vehicle is left in a parking place in a position other than in accordance with the provisions of Article 3, a person authorised by the Council in that behalf may alter or cause to be altered the position of the vehicle so that its position is in accordance with the said provisions.
- (2) If a vehicle is left in a parking place in contravention of any of the foregoing provisions of this Order, a person authorised by the Council in that behalf may remove the vehicle from that parking place or arrange for such removal.
- (3) For the purpose of meeting the requirements of an emergency, a person authorised in that behalf by the Council or a police officer in uniform may alter or cause to be altered the position of a vehicle in a parking place or remove or arrange for the removal of a vehicle from a parking place.
- (4) A vehicle can be classed as a persistent evader if there are three or more recorded contraventions for the vehicle and the penalties for these have not been paid, represented against, or appealed against within the statutory time limits, or their representations or appeals have been rejected but they have still not been paid. This may be because the vehicle is not properly registered, and the owner is confident that they can avoid paying any penalty charges. When parked in contravention of this order, a persistent evader's vehicle will be subject to the strongest possible enforcement action following the issue of a Penalty Charge Notice and confirmation of persistent evader status. This is likely to involve

immobilisation or removal of the vehicle which will not be released until proof of ownership and registered address has been provided.

- (5) Any person removing or arranging for the removal of a vehicle by virtue of paragraphs (2), (3) or (4) of this Article shall make such arrangements as he considers to be reasonably necessary for the safety of the vehicle in the place to which it is removed.

10. Liability for Loss

The Council shall not be liable for any loss or damage to a vehicle or its contents while in a parking place.

11. Vehicles to be parked with engines stopped

The driver of a vehicle using a parking place shall stop the engine as soon as the vehicle is in position in the parking place and shall not start the engine except when about to change the position of the vehicle in, or to depart from, the parking place.

12. Sounding the horn

The driver of a vehicle using a parking place shall not sound any horn or other similar instrument except, if necessary, when about to change the position of the vehicle in, or about to depart from, the parking place.

13. Restrictions on driving of vehicles in parking places

Where in a parking place signs are erected, or surface markings are laid for the purpose of:

- (a) Indicating the entrance to or exit from the parking place; or
- (b) Indicating that a vehicle using the parking place shall proceed in a specified direction with the parking place;

no person shall drive or permit to be driven any vehicle (i) so that it enters the parking place otherwise than by an entrance or leaves the parking place otherwise than by an exit, so indicated, or (ii) in a direction other than so specified.

14. No driving around

No person shall, except with the permission of a person authorised by the Council in that behalf, drive or permit to be driven any vehicle in a parking place for any purpose other than the purpose of leaving that vehicle in the parking place in accordance with the provisions of this Order or for the purpose of departing from the parking place.

15. Speed Limit

The driver of a vehicle shall not drive the vehicle in excess of 10mph in a parking place.

16. Waiting Period

The driver of a vehicle shall not permit it to wait in a parking place for longer than the maximum period for waiting, specified in column 5 of the Schedule to this Order in relation to that parking place.

17. Return Period

Where a vehicle has been removed from a parking space within a parking place, no driver is permitted to park it in that parking place within the no return period as specified in column 6 of the Schedule to this Order.

18. Use of disabled parking spaces

No person shall leave any vehicle in a disabled person's parking space whether with or without registering a vehicle unless the vehicle is displaying in the relevant position a disabled person's badge in accordance with Article 22(2) below and in accordance with the requirements of the issuing authority.

19. Use of motor cycle parking spaces

No person shall leave a vehicle, which is not a motor cycle, in a motor cycle parking space. A person so leaving a vehicle, which is not a motor cycle in a motor cycle parking space shall be deemed to have left the vehicle not wholly in a parking space as set out in column 2 of this Schedule.

20. Use of renewable fuel vehicle recharge bay

No person shall leave a vehicle in an renewable fuel vehicle recharge bay unless the vehicle is being recharged by the apparatus provided for that purpose.

21. Activities prohibited in parking places

Unless with the prior written consent of the Council, no person shall use any part of a parking place or any vehicle left in a parking place;

- (a) In connection with the sale of any article to persons in or near the parking place; or
- (b) In connection with the selling or offering for hire of skills or services; or
- (c) For sleeping, camping or cooking (except where specifically authorised in the Schedule); or
- (d) For the purpose of servicing or washing any vehicle or part thereof other than is reasonably necessary to enable that vehicle to depart from the parking place; or
- (e) To erect or cause to be erected any tent, booth, stand or building or other structure; or
- (f) To light or cause to be lit any fire.

PART III

EXEMPTIONS AND REDUCED CHARGES

22. Exemptions

- (1) A motor cycle left in a parking place shall comply with the time limits as set out in columns 5 and 6 of the Schedule.
- (2) The driver of a vehicle who displays in the relevant position a valid disabled person's badge or has registered as having a disabled person's badge will pay the charge as specified in any Articles to this Order and shall comply with the time limits as set out in columns 5 and 6 of the Schedule. For the purpose of this Order a vehicle shall be regarded as displaying a valid disabled person's badge in the relevant position when (i) in the case of a vehicle fitted with a front windscreen, the badge is exhibited thereon with the observe side facing forwards on the near side and immediately behind the windscreen; and (ii) in the case of a vehicle not fitted with a front windscreen, the badge is exhibited in a conspicuous position on the front nearside of the vehicle or the badge is obtained digitally. The badge must be displayed in accordance with the regulations provided by the issuing authority.

23. Reduced Charges

(1) As set out in the Schedule

PART IV

REVOCATION

24. The South Oxfordshire District Council (Civil Enforcement Off-Street Parking Places) (No.1) Order 2024 is hereby revoked.

THE COMMON SEAL OF
SOUTH OXFORDSHIRE DISTRICT COUNCIL

was hereunto affixed this

day of 2026

in the presence of:

Designated Officer