

Information Rights

Ask for: Information Rights Team
Email: InformationRightsTeam@newham.gov.uk

FOI Reference: 32881433

Date: 06/08/2024

Freedom of Information Act 2000 **Subject: Parking Enforcement**

We write with regard to your recent enquiry for information held by the Council under the provisions of the Freedom of Information Act 2000.

Request

1. Please provide the latest guide or manual / instructions from the council relating to enforcing parking and also reviewing informal and formal challenges/representations. This should also include the guidance or manual issued to enforcement officers as well as officers who review appeals.
2. Separately please provide the observation policy that parking enforcement officers from the council must comply with stating the observation time necessary for each contravention code (note this observation policy is referred
3. Please confirm what the council would do if a PCN has been issued with a contravention code 16 and suffix 5 with no observation period as I understand the council policy mandates a 2 minute mandatory observation period for this PCN. Will an appeal stating council observation policy not followed succeed?

Response

1. Please see attached Newham Parking Policy Procedures 2020 & Civil Enforcement Handbook V2a.

We note the omission of Suffix 5 in the Civil Enforcement Handbook issued by London Councils and have therefore included a copy of the PCN contravention code list issued by the British Parking Association where the suffix is validated.

2. Please see attached Appendix C of Newham Parking Policy Procedures 2020.
3. Please refer to Page 52 of Newham Parking Policy Procedures 2020; Code 165 relates to disabled resident permit holder spaces a PCN may be issued immediately if a vehicle is observed parked without displaying or holding virtually a valid disabled resident permit. These spaces are reserved for disabled residents and should not be used unless eligible, there is no mandatory observation period for this type of contravention as such an appeal to this effect would not provide grounds for cancellation.

Please quote the FOI reference number provided above in any future communications.

If you are dissatisfied with the handling of your request, you have the right to ask for an internal review. Internal review requests should be submitted within two months of the date of receipt of the response to your original letter and should be submitted to the contact details given above.

If you are still dissatisfied with the Council's response after the internal review you have a right of appeal to the Information Commissioner at: www.ico.org.uk.

If you require any further information please do not hesitate to contact a member of our team at InformationRightsTeam@newham.gov.uk.

Yours sincerely,

Information Rights Team
Newham Council