

## If You Get a Parking Penalty Notice.....

**Do not ignore parking penalty tickets – they carry additional penalties if they are not paid promptly.**

### If You Want to Pay Your Penalty.....

You may pay in person, by post, or telephone. Details are given on the Penalty Notice. A discounted rate will be accepted if payment is received within 14 days of the penalty notice.

### If You Want to Challenge the Penalty.....

You should write to the Council at the address given on the Penalty Notice. All challenges and appeals need to be made in writing. Letters will not be acknowledged but no further action will be taken until you receive a reply.

If the charge remains unpaid a second opportunity to appeal will arise when a “Notice to Owner” is served on the keeper of the vehicle. This notice allows the keeper to make a “Representation” to the Council on certain specified grounds. If this Representation is rejected the keeper may seek an independent Adjudication hearing. The Adjudicator’s decision will be binding on all parties.

### If You Don’t Pay Your Parking Penalty.....

If the Penalty is still unpaid, or is only partly paid, 28 days after service of a Notice to Owner (or after the issue of a decision notice following a Representation or Adjudication) a Charge Certificate will be served on the vehicle’s keeper and the original Penalty will be increased by 50%.

If this increased charge remains unpaid, the outstanding Charge may be registered a debt at the County Court and subsequently recovered through Certificated Bailiffs. All Court fees and bailiff costs will be added to the outstanding charge.

## Parking Enforcement Policy

The Council recognises the contribution parking controls can make to improving road safety, traffic flow, access and the local environment.

In order to secure these improvements the Royal Borough of Kingston upon Thames is aiming to achieve a high level of compliance for its parking controls and regulations.

The Council is seeking an even handed approach by introducing parking controls only where they are necessary and by granting exemptions where they are justified. Where restrictions and controls apply, the Council will seek to have them enforced effectively.

## General Information

If you require more information regarding parking controls and their enforcement you can contact the Directorate of Environmental Services on:

**(020) 8547 5995**

or you may write to:

D Saksena BSc(eng) MIE MBA  
Director of Environmental Services  
Guildhall 2  
Kingston upon Thames  
Surrey KT1 1EU

[www.kingston.gov.uk/envsvcs](http://www.kingston.gov.uk/envsvcs)

This leaflet is issued for guidance only and is not a full statement of the law relating to parking contraventions or their enforcement.

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# Pavement Parking



Parking  
Advice and  
Information



## Pavement Parking

**Parking on pavements, verges, traffic islands, central reservations and on crossover ramps into driveways is illegal unless there is a specific exemption.**

Pavement parking is

- Dangerous, as it obstructs pedestrians and causes people of all ages to walk in the road
- Hazardous for blind and partially sighted people
- A particular problem for disabled people and people with prams.

It causes damage to grass verges, to the detriment of local amenity. Damage can also be caused to vital underground services and access to fire hydrants may also be blocked in an emergency.

The Council has adopted an even handed approach to pavement parking and has granted exemptions from the ban where it is justified. Considerations have included an assessment of parking demand (including the amount of off-street parking available), local pedestrian and vehicle flows, road and footway widths and the vulnerability of underground services.



**Please remember that parking on the pavement is illegal, unless there are signs to show that it is exempted from the ban.**



## Ensure you do not park illegally

If you park a vehicle with one or more of its wheels on a pavement or verge, and the area is not exempted from the ban, you risk receiving a £60 Penalty Charge.

The Council has instructed its parking enforcement contractor to issue penalty charge notices to any vehicle seen to be illegally parked either wholly or partially on a footway or verge unless the area has been specifically exempted.

The pavement parking ban applies at all times, including night time, weekends and Bank and Public Holidays.

There is no exemption from the pavement parking ban for Orange Badge holders.

## Exemptions to the Pavement Parking Ban

There are two exceptions to the pavement parking ban.

A vehicle may park in an area which has been marked out and signed as being exempted from the ban. Where a section of footway is exempted it will be marked by signs as below:-



**Beginning of exempted area**



**End of exempted area**

The exempted area may also be marked out by additional white lining.

Exceptionally, a vehicle may also stop briefly on the footway to allow the continuous loading of a large quantity of bulky goods to adjacent premises. This exemption only applies in these circumstances and only if:-

- The vehicle is not causing an obstruction to pedestrians;
- There is no loading restriction in place on the road;
- There is no alternative to parking on the pavement in order to reach the premises (i.e. stopping on the road would cause an obstruction); and
- The vehicle is never left unattended.