

PARKING SERVICES ANNUAL REPORT 2013/2014



Reading
Borough Council

Working better with you

Foreword - Councillor Page

Welcome to Reading Borough Council's sixth Parking Services Annual Report, which summarises the parking and traffic enforcement responsibilities conducted by the Council in 2013/2014, and provides details of activities and related financial information.

The Reading area is a key economic hub in the Thames Valley and wider South-East. However, businesses in the local area have highlighted that one of their key concerns, and a restraint to future growth, is the lack of capacity in transport infrastructure, seen through overcrowding and traffic congestion levels. We are working to address these concerns, through initiatives such as the Local Sustainable Transport Fund (LSTF) programme to provide significant improvements to sustainable transport provision, supporting a reduction in carbon alongside sustaining growth in the local economy. The provision of safe and convenient travel routes and parking locations provide an environment that will enable both new and existing businesses to thrive.

The key objective of the enforcement policy is to maintain an appropriate balance between the requirements of residents, visitors, businesses and access for disabled people and thereby contributing to the economic growth and success of the town. Enforcement is conducted both on- and off-street by Reading Borough Council Parking Services and Civil Enforcement Officers employed through a term contractor. These officers actively patrol and enforce parking restrictions supporting traffic management and safety responsibilities imposed on local authorities by legislation, directing patrol efforts to strategically important routes, areas of high contravention and sensitive locations in response to public demand.

In 2012, we introduced a dedicated vehicle that continues to be used to enforce contraventions of waiting restrictions such as school zigzag markings, bus stop clearways and loading bans. This has continued to improve road safety especially around school entrances.

The new Northern Interchange at Reading Railway Station opened in July 2013, which included the opening of all new bus lanes, bus stops, the majority of taxi ranks, new pedestrian crossings and new street furniture. The Council has received positive feedback with users of the area making increasing use of the new facilities.

Enforcement of various parking restrictions is approached in a fair and reasonable manner across the town. The Parking Services team takes continual care when dealing with representations from the public against the Penalty Charge Notices to ensure that all the circumstances are fully considered on a case by case basis. We are fully committed to being transparent about our Parking Services and enforcement activity. This report provides an extensive record of activities during the 2013/2014 financial year and explains how the service is managed and aims to develop an understanding and acceptance of such enforcement activity.

Cllr Tony Page

Lead Member for Strategic Environment, Planning & Transport, and Deputy Leader of the Council

Chapter 1 - Content

The Secretary of State's 'Statutory Guidance to Local Authorities on the Civil Enforcement of Parking Contraventions' states that local authorities should produce annual reports about their enforcement activities. It is considered good practice to publish a report which provides the public with information about the way enforcement is undertaken and provides reassurance that enforcement is being undertaken properly. The view of the Secretary of State is that transparency about the civil enforcement of parking regulations enables the public to understand and accept the enforcement of parking contraventions.

This Annual Report provides a record of activities during the 2013/2014 financial year and explains how the service is managed and aims to develop an understanding and acceptance of such enforcement activity.

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Chapter 2 - Policy Context

Reading Borough Council introduced Parking Enforcement in 2000, when responsibility for enforcement of parking contraventions passed from Thames Valley Police to the Local Authority. The current legislation that allows for Reading to enforce parking and waiting restrictions is under The Traffic Management Act 2004. This also permitted local authorities to enforce restrictions by other methods which are now known as ‘Civil Parking Enforcement’. Parking offences are classified as civil offences rather than criminal offences under Civil Parking Enforcement.

Reading Borough Council has an integrated Parking Service, which manages both on-street and off-street activities. The Council introduced Civil Parking Enforcement under Part 6 of the Traffic Management Act 2004 from 31st March 2008.

The current guiding transport policy document is its Local Transport Plan (LTP) 2011- 2026. The Local Transport Plan includes a 15-year strategy document and a rolling 3-year implementation programme. The LTP programme is reviewed annually to ensure the aims and objectives are being delivered. The statement below summarises the vision for transport in Reading:

“Transport in Reading will better connect people to the places that they want to go: easily, swiftly, safely, sustainably and in comfort. We will meet the challenges of a dynamic, low-carbon future to promote prosperity for Reading.

Whichever way you choose to travel, by foot or bicycle, motorcycle, bus, rail, car or boat whether to work or education, to leisure or the services you need, our transport system will help you get there”.

Although it is not possible to specifically measure the contribution of Civil Parking Enforcement on all the objectives, as there are a wide range of other factors that influence them, it is clear that well considered and implemented enforcement will support this vision.

Chapter 3 - Parking Enforcement

Enforcement is conducted both on- and off-street by Reading Borough Council Parking Services through Civil Enforcement Officers employed through a contractor. Each officer receives specific training resulting in qualifications which are:

- City and Guilds 1889-001 Roles and Responsibilities of a Civil Enforcement Officer; and
- City and Guilds 1889-002 Conflict Management.

These qualifications have been updated and are now known as:

- WAMITAB Level 2 Award for Parking Enforcement Officers (QCF) (Ofqual qualification number: 601/1781/3)

Civil Enforcement Officers are salaried and are not part of any incentive scheme. Their only enforcement requirement is to ensure that any Penalty Charge Notice is issued correctly and that all the supporting evidence (including photographs) is gathered and recorded.

The Traffic Management Act introduced regulations that allow for enforcement through an approved camera device in areas that are difficult or sensitive. In the autumn of 2012 the Council introduced an enforcement vehicle; it is used to enforce contraventions of waiting restrictions with an early focus on school zigzag markings, bus stop clearways and loading bans. Enforcement with an approved device is not used where permits or exemptions (such as resident's permits or Blue Badges) may be in use. The primary objective of the camera enforcement system is to ensure the safe and efficient operation of the road network by deterring motorists from breaking road traffic restrictions and detecting those that do.

Reading Borough Council Parking Services currently enforces on-street parking restrictions (including through approved device method), off-street Council car parks and on-street resident parking schemes.

The Parking Services team at Reading Borough Council have completed the City and Guilds Notice Processing - QCT 1916, (now known as WAMITAB Level 3 Award in Notice Processing (QCF) (Ofqual qualification number: 601/1941/X). This qualification recognises the importance of back office staff, having the required skills, knowledge and detail when dealing with challenges, representation and appeals.

The Reading Borough Council Parking Services team have a duty to consider all aspects of a case. The Secretary of States guidance states that even when a clear contravention has occurred, the Council has discretionary power to cancel a Penalty Charge Notice, and this duty is adhered too - *“under general principles of public law, authorities have a duty to act fairly and proportionately and are encouraged to exercise discretion sensibly and reasonably and with due regard to the public interest”*. This exercise of discretion is approached objectively and without regard to any financial interest (in the penalty or decisions) that may have been taken at an earlier stage. However, discretion can be used to cancel or enforce a Penalty Charge Notice and some motorists who challenge their Penalty Charge Notice may not always receive the decision that they were looking for.

Penalty Charge Notices (PCNs)

Penalty Charge Notices are issued when people contravene the parking code. Penalty Charge Notice tickets can be categorised as higher or lower depending on the seriousness of the contravention. Higher level tickets for more serious breaches are £70 (e.g. parking on yellow lines) and lower level tickets for less serious breaches are £50 (e.g. parking with an expired permit or pay & display ticket).

Road markings (such as yellow lines, loading bays, bus stops and residents zones) indicate that some sort of restriction applies and signs nearby will always explain the parking restrictions (see Chapter 6). If these restrictions are breached, a contravention has occurred and a Penalty Charge Notice will be issued.

In the Council’s public car parks Penalty Charge Notices may be issued if you fail to pay the correct amount at a pay and display ticket machine or for parking in a space for longer than you are permitted to. Also, if your car is reported to be causing a safety hazard, a source of congestion or an obstruction the Police may remove it. Drivers are responsible for making sure that their vehicles are parked correctly and not causing any obstructions. If vehicles are parked correctly they should not be issued with a Penalty Charge Notice.

Traffic Management Act 2004 Statutory Process - Direct Issue Process

The following process applies where the Civil Enforcement Officer has directly issued the Penalty Charge Notice to the vehicle or handed it to the driver. Please see section below for information about the process involved when the Penalty Charge Notice is sent by post.

Please refer to Chapter 5 for information about challenges, representations and appeals.

- After 14 days of the date of issue of the Penalty Charge Notice
 - The right to pay the discounted sum (£35/£25) after 14 days is lost. The 14 days starts with the date on which the Penalty Charge Notice was issued.
- After 28 days of the date of issue of the Penalty Charge Notice

- If the charge is not paid 28 days from the date the Penalty Charge Notice was issued a Notice to Owner will be sent to the registered keeper of the vehicle.
- At this point you can either pay the full charge within 28 days (£70/£50) or make representation to Reading Borough Council.
- Failure to act on the Notice to Owner may result in a Charge Certificate being issued.
- After 28 days of the date of issue of the Notice to Owner
 - A Charge Certificate may be sent to the registered keeper of the vehicle, notifying the keeper that the charge has been increased by 50% (£105/£75). If you receive a Charge Certificate you must pay within 14 days. There is no right to appeal at this stage.
- After 14 days of the date of issue of the Charge Certificate
 - If the Charge Certificate is not paid within 14 days, the debt may be registered at the Traffic Enforcement Centre and a registration fee of £7.00 will be added to the charge (£112/£82). An Order for Recovery will be sent to the registered keeper of the vehicle.
 - If you receive an Order for Recovery you must either pay the outstanding charge within 21 days or file a witness statement.
- After 21 days after the Debt Registration
 - If the charge has not been paid or a witness statement has not been made, the Traffic Enforcement Centre will grant authority for a Warrant to be issued and a certificated bailiff will be requested to recover the debt from you. The bailiff will charge you for this.

Traffic Management Act 2004 Statutory Process - Postal Issue Process

The following process applies where the Penalty Charge Notice has been issued by post. This occurs in circumstances where the Civil Enforcement Officer was prevented from issuing the Penalty Charge Notice at the time, or the vehicle drove away before affixing it to the vehicle/handing it to the driver. A Penalty Charge Notice may also be issued by post from an approved device i.e. a camera recording.

Please refer to Chapter 5 for information about challenges, representations and appeals.

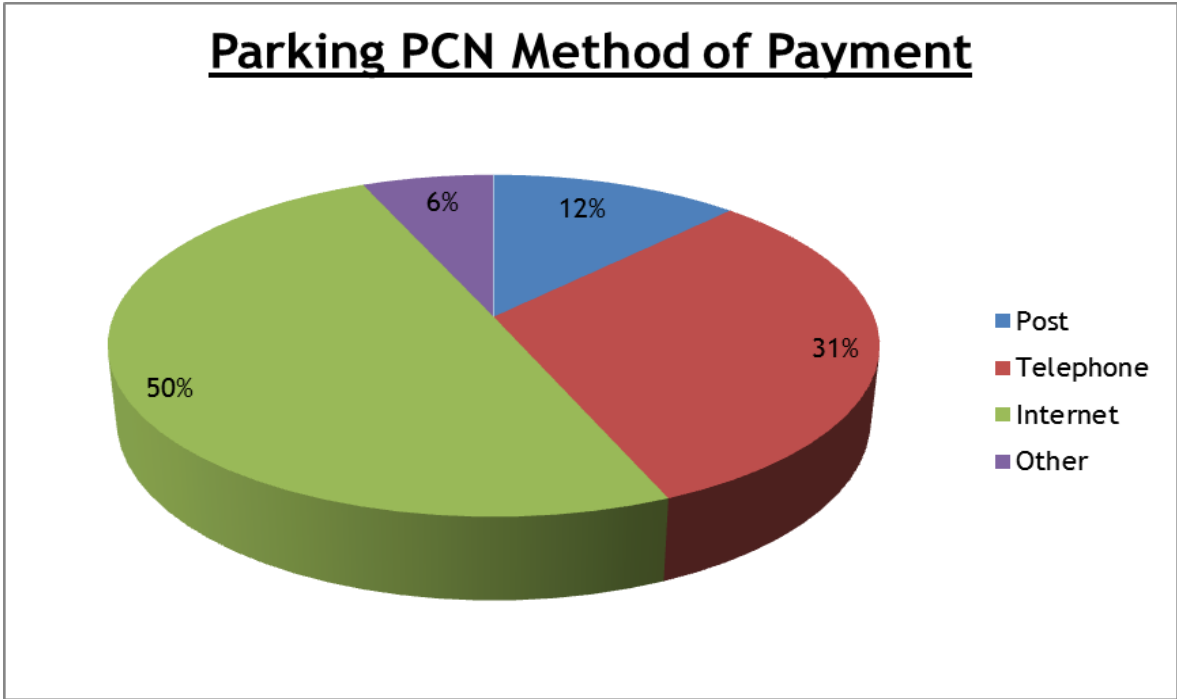
- The Penalty Charge Notice will be sent to the registered keeper of the vehicle; at this point you can either:
 - Pay the discount within 14 days (£35/£25) or 21 days if the contravention was detected by an approved device.

- If the discount is not paid in the 14/21 days, pay the full charge within 28 days (£70/£50).
- Make representation to Reading Borough Council.
- After 28 days of the date of issue of the Penalty Charge Notice
 - A Charge Certificate may be sent to the registered keeper of the vehicle, notifying the keeper that the charge has been increased by 50% (£105/£75). If you receive a Charge Certificate you must pay within 14 days. There is no right to appeal at this stage.
- After 14 days of the date of issue of the Charge Certificate
 - If the Charge Certificate is not paid within 14 days, the debt may be registered at the Traffic Enforcement Centre and a registration fee of £7.00 will be added to the charge (£112/£82). An Order for Recovery will be sent to the registered keeper of the vehicle.
 - If you receive an Order for Recovery you must either pay the outstanding charge within 21 days or file a witness statement.
- After 21 days after the Debt Registration
 - If the charge has not been paid or a witness statement has not been made, the Traffic Enforcement Centre will grant authority for a Warrant to be issued and a certificated enforcement agent will be requested to recover the debt from you. The enforcement agent will charge you for this.

Paying a Penalty Charge Notice

Penalty Charge Notices can be paid either online, by post or by phone. Once payment has been made, the driver/owner/hirer has accepted liability for the penalty charge and can no longer make a challenge/representation against the Penalty Charge Notice. Reading Borough Council’s interpretation of the relevant legislation (which is supported by the House of Commons Transport Committee) is that the recipient of a Penalty Charge Notice can pay the penalty or challenge the Penalty Charge Notice - it is not possible to do both.

The graph below shows the percentage of the different methods of payment used. It should be noted that the other includes payment made via the Enforcement Agents.



The table below shows the number of Penalty Charge Notices issued for 2013/2014¹. A copy of Penalty Charge Notices issued by ward, street and contravention code is provided in Appendix A.

Penalty Charge Notice Issued	2012/2013	Percentage	2013/2014	Percentage
Total Penalty Charge Notices Issued	45,771		44,197	
Number of higher level Penalty Charge Notices issued	29,616	65%	29,597	67%
Number of lower level Penalty Charge Notices	16,070	35%	14,570	33%
Number of Penalty Charge Notices with no charge level e.g. warning notice	85	0.20%	19	0.04%
Number of Penalty Charge Notices paid	34,213	75%	32,131	73%
Number of Penalty Charge Notices paid at discount	27,660	60%	25,914	59%
Number of Applications registered at TEC (dated 01/10/2014)	6,074	13%	2,795	6%
Number of Penalty Charge Notices against which a formal or informal representation was made	9,842	22%	9,253	21%
Number of Penalty Charge Notices cancelled as a result of a formal or informal representation	1,624	4%	1,988	4%
Number of Penalty Charge Notices written off for other reasons	1,391	3%	2,930	7%

¹ Please note that this data is constantly changing and the data provided is that recorded on 1st October 2014.

Overall the number of Penalty Charge Notices (PCNs) issued in 2013/2014 was 3% lower than the previous year. This shows improved compliance of the parking restrictions in Reading.

The Council introduced an experimental footway and verge parking ban in the Tilehurst area in May 2013, this covered 11 streets: Westwood Road (whole length), School Road (whole length), Recreation Road (between car park entrance and School Road), Church End Lane (whole length), Lower Elmstone Drive (whole length), Park Lane (whole length), Mayfair (whole length), The Meadway (between Church End Lane & Mayfair), Overdown Road (between Kentwood Hill and Brooksby Road), Norcot Road (between Church End Lane and School Road) and Oak Tree Road (whole length).

The objectives of the scheme set out to protect the footways and verges from parking and reduce speeds through increased on-street parking. The number of PCNs issued was 44 in 2013/2014 and has started to have a positive effect on meeting those objectives. The trial will last for 18 months before deciding whether to make it permanent or not.

The number of PCNs issued through the approved device (enforcement vehicle) was 5,160 for the year, an increase on the previous year. This would be due to enforcement commencing part way through 2012/2013 year (started November 2012). A breakdown of the notices issued by the approved device for street and contravention code is provided in Appendix A.

The number of challenges & representations received was lower than the previous year; however there was a slight increase in the number of cancelled tickets.

Further Information

Further information can be found on the Council's website: www.reading.gov.uk or www.PATROL-uk.info

Chapter 4 - Bus Lane Enforcement

Reading Borough Council has more bus lanes per mile of road than anywhere else in the UK and a greater proportion of people travel by bus than in most other cities and towns in the UK. Reading Borough Council and its partners want to make public transport reliable and punctual. Bus lanes, when operating properly, help improve journey times, punctuality and reliability which may help make public transport a more attractive option and in turn relieve congestion.

When bus lanes are misused they are less effective, hence the need for effective enforcement. When people ignore bus lanes they can cause delays to public transport and increase the risk of accidents as other road users are unlikely to be aware of their presence.

In October 2005, powers were introduced under the Transport Act 2000 that made it possible for Reading Borough Council to enforce the regulations governing the use of bus lanes in the Borough. The Police may still take action against persons driving in bus lanes or ignoring road signs, however, Reading Borough Council's enforcement by approved device camera's has substantially increased the likelihood of those abusing bus lanes being caught out.

The penalty for being caught in a bus lane is a £60 Penalty Charge Notice. Cameras record vehicles using bus lanes and penalties are issued based on this information. Enforcement officers check the recordings to determine whether a contravention of the rules has taken place or if there may be other circumstances e.g. to avoid an accident. It is possible to make a representation against the Penalty Charge Notice within 28 days of it being issued.

In 2013/2014, the Council introduced six approved device cameras on the network: Five of those relate to new bus lanes introduced around the Reading Station:

- Access Road (Southbound),
- Access Road (Northbound),
- Vastern Road (Northside),
- Vastern Road (West Side Northbound) and
- Vastern Road (East Side Southbound)

And one existing bus lane:

- Bath Road

The Council also upgraded five existing cameras:

- A429 Wokingham Road,
- Kings Road,
- London Street (Northern Section),
- The Forbury (East/West Section) and
- Oxford Road.

Appendix B provides a breakdown of information per bus lane.

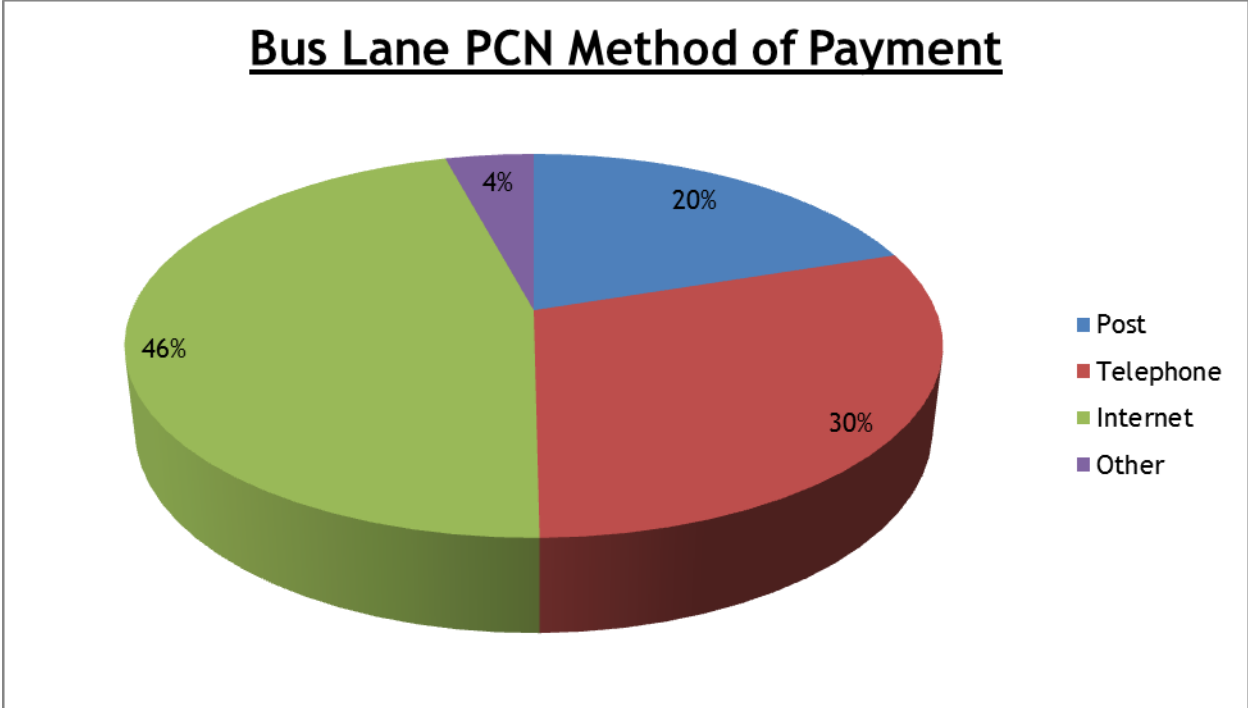
Transport Act 2000 Statutory Process

Please refer to Chapter 5 for information about challenges, representations and appeals.

- The Penalty Charge Notice will be sent to the registered keeper of the vehicle; at this point you can either:
 - Pay the discount within 14 days (£30).
 - If the discount is not paid in the 14 days, pay the full charge within 28 days (£60).
 - Make representation to Reading Borough Council.
- After 28 days of the date of issue of the Penalty Charge Notice
 - A Charge Certificate may be sent to the registered keeper of the vehicle, notifying the keeper that the charge has been increased by 50% (£90). If you receive a Charge Certificate you must pay within 14 days. There is no right to appeal at this stage.
- After 14 days of the date of issue of the Charge Certificate
 - If the Charge Certificate is not paid within 14 days, the debt will be registered at the Traffic Enforcement Centre and a registration fee of £7 will be added to the charge (£97). An Order for Recovery will be sent to the registered keeper of the vehicle.
 - If you receive an Order for Recovery you must either pay the outstanding charge within 21 days or file a statutory declaration.
- After 21 days after the Debt Registration
 - If the charge has not been paid or a statutory declaration has not been made, the Traffic Enforcement Centre will grant authority for a Warrant to be issued and a certificated bailiff will be requested to recover the debt from you. The bailiff will charge you for this.

Paying a Penalty Charge Notice

Penalty Charge Notices can be paid either online, by post or by phone. The graph below shows the percentage of the different methods of payment used for Penalty Charge Notices relating to bus lanes. It should be noted that the other includes payment made via the Enforcement Agent (formerly known as bailiffs).



The table below shows the number of Penalty Charge Notices issued for entering bus lanes in 2013/2014². A copy of Penalty Charge Notices issued by street for entering bus lanes is provided in Appendix B.

Penalty Charge Notice Issued	2012/2013	Percentage of Total Issued	2013/2014	Percentage of Total Issued
Total Penalty Charge Notices Issued (including re-issued Penalty Charge Notices e.g. new keeper)	71,406		102,659	
Total Penalty Charge Notice Contraventions recorded	72,360		101,971	
Number of Penalty Charge Notices paid	60,716	84%	82,614	80%
Number of Penalty Charge Notices paid at discount	53,618	74%	72,301	70%
Number of Penalty Charge Notices against which a formal representation was made	12,172	17%	17,129	17%
Number of Penalty Charge Notices cancelled as a result of a formal representation	2,276	3%	3,112	3%
Number of Penalty Charge Notices written off for other reasons	2,461	3%	3,788	4%

The number of Bus Lane Penalty Charge Notices issued has increased by 30% this year compared with the previous year. This is due to the introduction of five new bus lanes around the Reading Railway Station and the upgrade to digital enforcement of five existing bus lanes. The new bus lanes around the Station were introduced to protect access and prioritise public transport. The Council issued over 3,700 warning notices in the three weeks prior to enforcement commencing in August 2013. In the eight month period that the Council enforced the Bus lanes (in 2013/2014), there were 9,740 PCNs issued in those particular bus lanes. The warning period therefore allowed those who regularly use this area to adjust to the changes around the Station prior to enforcement.

A breakdown of the individual bus lanes is shown in Appendix B.

² Please note that this data is constantly changing and the data provided is that recorded on 1st October 2014.

The percentage of representations and cancelled tickets has remained the same compared with previous year. The percentage of Penalty Charge Notices paid has decreased this year, 80% compared with 84%.

Further Information

Further information can be found on the Council's website: www.reading.gov.uk or www.PATROL-uk.info

Chapter 5 - Challenges, Representations and Appeals

If a driver is issued a Parking Penalty Charge Notice, which they feel is unwarranted, they have the right to challenge the Penalty Charge Notice. This is done in 3 stages. The first stage is an informal challenge to Reading Borough Council which is followed up by the second stage which is a formal representation to the Council. If the representation to the Council is unsuccessful, the third stage is an appeal to the Traffic Penalty Tribunal. It should be noted that for Penalty Charge Notice issued by post (either parking or bus lane related) there is no informal challenge.

The Reading Borough Council Parking Services will deal with each case on its own merits and will take into account the evidence recorded by the Civil Enforcement Officer and the information provided for a case. There are statutory time limits for dealing with representations and appeals, whereas guidance is provided for informal challenges. In all cases the Reading Borough Council Parking Services aim to deal with challenges, representation and appeals in an efficient, effective and impartial way.

Stage 1 - Making an Informal Challenge

Reading Borough Council Parking Services have a legal obligation to consider all informal challenges received. If an informal challenge is made within 14 days of the Penalty Charge Notice being issued, the discount period will be put on hold until the Council can deal with the challenge. A letter from the driver explaining the reasons why they feel they have grounds for an appeal should be made as soon as possible to the address given on the Penalty Charge Notice. The letter can be submitted by writing to the Council using surface mail or making a challenge by way of a secure website. A letter will be replied to if the challenge is upheld and the Penalty Charge Notice will be cancelled. If the challenge is not upheld, provided the challenge was made within 14 days of the Penalty Charge Notice being issued, a further 14 days to pay the Penalty Charge Notice at a discounted rate will be granted.

Stage 2 - Representations

A representation (under the Traffic Management Act 2004) can only be made upon receipt of a Notice to Owner, in cases where the PCN has been affixed to the vehicle or handed to the driver. The Notice to Owner will be sent to the registered keeper of the vehicle 28 days after the issue of the Penalty Charge Notice. Should a Penalty Charge Notice have already been paid the case is considered closed and no representation or appeal may be made. Once a Notice to Owner has been issued, the vehicle owner has 28 days to make a representation. The Council has a legal obligation to consider all representations received and must reply within 56 days of receiving the representation, if the Council does not reply in this time period, the Penalty Charge Notice is automatically cancelled.

Should a representation be unsuccessful the owner will be liable to pay the Penalty Charge Notice at the full rate. If the Council rejects the representation, an appeal may then be made to the Traffic Penalty Tribunal. Where a Penalty Charge Notice

has been issued by post the registered keeper has 28 days to make a representation to the Council. If those representations are made within the discount period, the Council will generally hold the discount and if the decision is made to reject the Penalty Charge Notice, this will be re-offered again. However, should an appeal be made to the Tribunal, the full charge would then apply, even if it is within the re-offered discount period. This process is set down by the Traffic Management Act 2004 (and accompanying regulations) for parking contraventions. The process is the same for bus lane contraventions issued under the Transport Act 2000, however, there is no informal challenge or time limit set for the Council to reply to a representation. These are the only ways to query a Penalty Charge Notice.

Complaints about the parking scheme itself should be made in writing to Reading Borough Council. General enquiries concerning parking issues may be made by telephone, however, Reading Borough Council cannot accept challenges or representations made by email or telephone.

The table below shows items of correspondence received in relation to informal challenges, parking and bus lane representations for 2013/2014³.

2013/2014	Informal Challenges	Incoming Parking Representations	Incoming Bus Lane Representations	Total
April	468	382	1580	2,430
May	423	295	1234	1,952
June	630	294	1779	2,703
July	587	353	1620	2,560
August	468	333	1390	2,191
September	456	310	1459	2,225
October	572	284	1787	2,643
November	539	262	1465	2,266
December	454	206	1368	2,028
January	433	139	1321	1,893
February	539	186	1237	1,962
March	462	178	899	1,539
Total	6,031	3,222	17,129	26,392

³ Please note that this data is that recorded on 1st October 2014. This data includes PCNs that have made multiple challenges and/or representations

Stage 3 - Appeal to the Traffic Penalty Tribunal

The Traffic Penalty Tribunal is a body independent of the Council. Adjudicators are people with at least five years legal experience who consider the evidence for appeals against Penalty Charge Notices issued by Local Authorities. Their decision is final and binding on both parties.

Should a Representation to the Council be unsuccessful a Notice of Rejection and a Notice of Appeal will be sent to the registered keeper. This is the form that must be used to appeal to the Traffic Penalty Tribunal. A Traffic Penalty Tribunal appeal can only be made should a representation to the Council already have been rejected. When they receive a 'Notice of Appeal', the Traffic Penalty Tribunal staff will make some basic checks and if everything is in order it will be registered as a formal appeal. The registered keeper will receive acknowledgement of this and a date as to when the appeal is due to be decided. The Council will also be notified that the appeal has been lodged and will be given a date for which to submit their evidence to the Adjudicator. In the case of a personal appeal being asked for, the Traffic Penalty Tribunal staff will schedule it for the next appropriate hearing at the registered keepers preferred location and give 21 days notice of the precise date, time and venue.

The table below shows how many appeals were dealt with by the adjudicators⁴.

2013/2014	Parking Penalty Charge Notices	Percentage of Total PCNs Issued	Percentage of Appeals Received	Bus Lane PCN	Percentage of Total PCNs Issued	Percentage of Appeals Received
Total Penalty Charge Notices Issued	44,197			102,659		
Total Appeals Received	293	0.66%		388	0.38%	
Dismissed by Adjudicator	68	0.15%	23.21%	158	0.15%	40.72%
Allowed by Adjudicator	41	0.09%	13.99%	66	0.06%	17.01%
Not Contested by Council	166	0.38%	56.66%	126	0.12%	32.47%
Consent Order	15	0.03%	5.12%	34	0.03%	8.76%
Awaiting decision inc. other	3	0.01%	1.02%	4	0.004%	1.03%

⁴ Please note that this data is constantly changing and the data provided is that recorded on 1st October 2014.

Consent Order means the Council and Appellant have reached an agreement over the appeal.

The number of parking appeals to the adjudicator has fallen compared to appeals received in 2013/2014 (293 compared with 358 for 2012/2013). The Council reviews all adjudicator decisions and through the feedback from them will try to ensure that unnecessary appeals are not registered. A fresh review of the case is made when an appeal is registered, regardless of the decision made at representation stage.

The number of bus lane appeals to the Traffic Penalty Tribunal has increased compared to appeals received 2013/2014 (388 compared with 361 for 2012/2013). Each case is dealt with on their own merits and a fresh review is made when the appeal is received from the Traffic Penalty Tribunal. The Council, as with parking appeals, reviews all decision and uses the feedback from the adjudicator to ensure bus lane appeals are pursued in a fair and impartial manner.

The annual report from the Traffic Penalty Tribunal on their service was not available at the time of this report.

Further Information

Further information can be found on the Council's website: www.reading.gov.uk or www.PATROL-uk.info

The Traffic Penalty Tribunal's website: www.trafficpenaltytribunal.gov.uk

Chapter 6 - How to Park

Road markings such as yellow lines, loading bays, bus stops and residents zones, indicate that some sort of restriction applies. Signs nearby will always explain the parking restrictions. If in doubt check the signs. Drivers are responsible for making sure that their vehicles are parked correctly and not causing any obstructions. If vehicles are parked correctly they should not be issued with Penalty Charge Notices.

If you are in doubt where you can park, and for how long, check the markings on the road and nearby signs. The following sections provide a brief overview of some of the most commonly used parking signs in Reading.

Waiting Restrictions

Waiting restrictions apply to the carriageway, pavement and verge. A single yellow line on the road shows a restriction that applies for part of the day and/or on certain days of the week. The timing of the restriction will be shown on an adjacent sign. Double yellow lines on the road mean that you cannot park or wait in the vehicle in this area at any time (if the restrictions are seasonal that will be indicated on nearby signs). Double yellow lines are a national restriction and there is no requirement to sign this restriction. None of the wheels of your vehicle should be on the double yellow lines. You are allowed to stop temporarily on double yellow lines to load/unload or to drop passengers (see also loading restrictions). Once you have done so you should move your vehicle immediately.



Loading Restrictions

Yellow markings on the kerb or at the edge of the carriageway mean loading and unloading is prohibited. A single yellow bar means loading is not permitted at the times shown on the nearby signs (the terms used on the signs are the same as those explained above for waiting restrictions). Two yellow bars mean loading is not permitted at any time. Loading bays are usually marked on the road and shown on signs. You may not wait in these areas unless you are loading or unloading. Some of these bays may be restricted to Goods Vehicles only.



School Markings

You must not stop, park, nor pick up nor drop off passengers on areas shown by school keep clear zig zag markings including no parking on the adjacent footpath.

Permit Bays and Shared Use Bays

Reading has a number of different parking permits which are available across the town (see Chapter 7). Household within a permit zone are entitled to parking permits, the permits will have a zone printed on them, and these are the only zones the permits are valid in. The zones were re-organised in 2011 and there are currently two permit zones stated on the signs, this is because there are still valid visitor permits issued in 2009-2010 that are still valid with the old permit zones. These permits will cease to be valid at the end of 2014.

There are a number of shared use permit parking bays in the zones, this allows non-residents to park without a permit. The majority of these shared use bays allows non-permit holders to park between 8am and 8pm Monday to Sunday, outside of the hours stated the bays are reserved for permit holders only. There are variations to the 8am to 8pm time periods and it is the responsibility of the motorist to check the signs each and every time they park to confirm the restrictions.

In some permitted streets within the town centre, the shared use bays are pay and display with permits (see Chapter 11 for information on pay and display). Non-permits holders can park in these bays but will need to purchase a pay & display ticket, between the hours stated on the sign. The majority of pay and display shared bays hours are between 8am and 8pm or 10am to 4pm Monday to Sunday and motorist must check the signs when parking each and every time. Outside of the hours stated the bays are reserved for permit holders.

The restrictions are applicable to the side of road that the signs are situated and there should not be an assumption that parking on one side of the street will have the same restriction as across the road.

Other Restrictions

Parking is governed by rules 238-252 of the Highway Code. The rules contained in the Highway Code have the force of law and apply to the drivers and passengers of all vehicles and to cyclists and pedestrians. It is the responsibility of all drivers to be and remain familiar with the Highway Code. 'The Highway Code' Crown copyright is reproduced with the permission of the controller of Her Majesty's Stationery Office.



Chapter 7 - Permits

Permit Parking Zones came to Reading in the mid 1970's with the intention to enable residents to park in streets that would have otherwise been occupied by shoppers or commuters parking in the town centre. As levels of car ownership and traffic patterns have developed, the zones have spread away from central Reading to other parts of the town affected by parking problems.

In 2011/2012, the parking permit service and the zoning system was updated with zones becoming larger and a better split between the number of permits being issued and the number of on-street parking spaces being made available. Changes to the permit scheme are made so it is vital people continue to check the signs and lines where they park

There are currently three main types of permits available, resident, visitor and business, however, temporary permits and other discretionary permits are also available.

The permit must be displayed in its registered vehicle at all times when the vehicle is parked in a permit bay. The permit should be displayed on the windscreen and be readable so that the information contained on it is legible. The information on the permit will contain; the vehicles registration, the permit zone, the expiry date, and the make of the vehicle.

From April 2012 residents were able to renew their permits online without the requirement to re-apply and provide evidence. The table below shows that the majority of residents preferred this method of renewing their permits.

Permit Type	Total Renewed Online 2013/2014	Total Issued 2013/2014	Percentage renewed
Business	12	42	29%
Resident	4541	8600	53%
Visitor	996	10377	10%

There was an increase in the number of residents and visitor permits being renewed online compared with 2012/2013 (48% and 8% respectively).

All other permit types will require a new application, as these are issued at the discretion of the Council. The Council must be satisfied that the same conditions apply for discretionary permits and there is no automatic right of renewal.

Resident Permits

Resident Parking Permits are provided in controlled parking areas for residents of Reading. Following an extensive consultation, parking zones were simplified and re-organised providing a longer and more flexible parking solution. Permits will run

for 12 months from the date of issue and it is up to the user to renew a permit before it expires.

A maximum of two permits are available to be issued per household. To comply as a household the house or flat must; lie within a Permit Parking Zone, be registered for Council Tax, have appropriate planning permission, and not have a planning condition that prohibits the issue of permits. The first permit per household is currently free however the second is £80. It is down to the discretion of the home owner as to what name goes on which permit. When first applying for a permit, proof of residence and proof of car ownership will be required to be sent with the application. Once a permit has been granted, it can be renewed the following year online without the need for re-applying or supplying evidence.

Business Permits

Business Parking Permits are available to businesses that operate within a permit parking zone. The criteria to be eligible for a Business Parking Permit are; the staff and operators may not reside in the permit zone, the premises must have no associated off-street parking, and the staff for whom the permits are intended for should require regular and frequent use of their vehicles during the working day.

Businesses are eligible to apply for one permit per business with any further requests to be made on the discretionary application form. When applying for a permit, the business must provide proof of address and proof of vehicle ownership. Business permit applications must be made by post.

Visitor Permits

Both residents and businesses within permit parking areas can offer visitor permits. All households in permit' parking zones are entitled to visitor permits. Visitor permits are scratch cards each for half days. They are issued in books of 20 permits. The first two books are free and a further five books are available at a cost of £22 per book. Proof of residence is required when applying for visitor permits. Businesses are able to purchase up to 100 visitor permits, Community Agencies are able to purchase an unlimited number of visitor permit. Like with the Residents' visitor permits, Business visitor permits are scratch cards for half a day and are also issued in books of 20 at £22 per book. Once the books have been granted, they can be renewed the following year, online without the need for re-applying or supplying evidence. Visitor Books can not be renewed, if more than a year has passed since they were originally issued.

Temporary Permits

Temporary permits can be obtained by post or in person by visiting the Civic Centre Reception. Temporary permits are normally issued to residents who have just moved into the permit zone or have changed their vehicle. Temporary permit are

issued for 8-weeks to allow time to submit full proofs. Temporary permit cover is not extended after the 8 week period as it is felt this is enough time to have obtained the full proofs required.

Discretionary Parking Permits

Reading Borough Council has recognised that there are those who, from time to time, may have business within the permit zones which, the Council may decide at its discretion as the Highway Authority to be legitimate reason to grant a permit. Other such permits that the Council issues include: Medical Practitioners, Healthcare Professional, Carer, Charity, Tradesperson, Teacher, Nanny and Other Resident/Business/Visitor Discretionary.

The table below shows the total permits issued by type⁵ and the permits zones and the number of permits⁶ on issue

Permit Type	Total issued in 2012/2013	Total issued in 2013/2014
Business	30	21
Business Discretionary	7	15
Charity (free and charged)	42	30
Carer	161	157
Doctor	70	67
Health Care Professional	482	568
Resident Discretionary (free and charged)	97	190
Resident - Free Permits	7,083	7,218
Resident - Second Permit	1,422	1,382
Non-UK Registered Vehicle Permits	1	2
Nanny	0	0
Teacher	33	30
Tradesperson - Annual	85	86
Tradesperson - Daily	373	586
Temporary Permits	3,790	3,728
Visitor Books - Free	7,577	8,379
Visitor Books - Charged	2,388	1,998
Visitor Business	30	42
Visitor Discretionary	175	364
Total	23,846	24,863

Further Information

Further information can be found on the Council's website: www.reading.gov.uk

⁵ Please note that this data is that recorded on 1st October 2014.

⁶ Please note that this data is constantly changing and the data provided is that recorded on 17th April 2014.

Permit Zone	Approx. Spaces on street	Resident Permits	Resident Discretionary	Business Permits	Business Discretionary	Carer Permits	Charity Permits	Total Permits	Capacity
01R	539	538	9	2	2	15	0	566	105%
02R	180	266	9	2	1	5	0	283	157%
03R	537	513	7	0	1	16	0	537	100%
04R	99	57	7	3	4	0	5	71	72%
05R	547	423	31	2	2	12	2	475	87%
06R	534	495	10	0	0	9	0	516	97%
07R	1,526	1,317	43	1	3	13	11	1,377	90%
08R	775	674	30	6	2	14	0	737	95%
09R	462	434	1	1	2	7	2	445	96%
10R	1,194	1,157	18	1	1	18	0	1,197	100%
11R	348	365	1	2	1	4	2	373	107%
12R	1227	1,142	14	2	0	21	0	1,181	96%
13R	230	222	2	0	0	4	0	228	99%
14R	184	176	4	0	0	4	0	184	100%
B4	6	3	0	0	0	0	0	3	50%
B5	5	16	1	0	0	0	0	17	46%
B6	6	4	0	0	0	0	0	4	67%
C4	18	7	0	0	0	0	1	8	44%
W1	20	17	0	0	0	0	0	17	85%
Z1	25	16	0	0	0	0	0	16	64%
Total	8,462							8,235	97%

Chapter 8 - Blue Badges

Blue Badges provide a vital lifeline to over 2.5 million people every year allowing disabled people to access employment, shops and other services. Blue Badge fraud is a growing issue across the country. Abuse of the scheme means that priority spaces are unable to be used by those who need them most.

It is therefore vital that Reading Borough Council put measures in place to try and reduce the number of incidences of Blue Badge fraud.

Since the 1st January 2012, the Department for Transport (DfT) has introduced a new Blue Badge Improvement Service (BBIS) scheme which is intended to tackle this problem. The scheme comprises of a central nationwide database and a new assessment process to ensure badges only go to those who need them. The scheme will be managed nationally by Northgate Public Services.

The new Blue Badges nationally use security style inks and techniques making them almost impossible to reproduce, tamper with or amend. It is now an offence for anyone who is not the actual badge holder to use the Blue Badge, or to park in an on-street Blue Badge parking bay without displaying a badge. Reading Borough Council has set-up a Fraud Hotline (0500500777) and an on-line Fraud Reporting Form should anyone notice and want to report someone committing these fraudulent offences.

The Department for Transport has issued a booklet called 'The Blue Badge Scheme: Rights and Responsibilities in England'. This booklet explains to the holder of a Blue badge their responsibilities, places where they can and cannot park, and further travel advice. This also includes information on how to display the badge, where parking is for free and where time limits do/do not apply.

The table below shows the Blue Badges issued in 2013/2014 and total on issue as of 31st March 2014, compared with previous year.

Blue Badge Allocation	Issued in 2012/2013	On issue as of 31st March 2013	Issued in 2013/2014	On issue as of 31st March 2014
Total number of valid Blue Badges	1,556	4,698	1,869	5,565
Total number of Blue Badges on issue to organisations	54	170	19	69

National Fraud Initiative

The purpose the National Fraud Initiative is to recover those Blue Badges which should have been returned following a death. Reading Borough Council is part of this initiative. Following the national redesign of Blue Badges, it should make it easier for Local Authorities to both cross check and identify fraudulent badges.

Further Information

A free phone hotline for anyone who suspects Blue Badge fraud in the area is: 0500500777.

Further information on how to obtain a Blue Badge can be found on the Council's website: www.reading.gov.uk

Chapter 9 - Signs and Lines Maintenance

Reading Borough Council's Highways team deals with the maintenance of existing signs and lines. The Area Highway Inspectors carry out safety inspections and defects in lines or missing signs will be identified and any associated works ordered. The frequency of inspections varies depending on the road classification. Monthly inspections are carried out for A- class road, quarterly inspections for B- and C-class roads and unclassified roads annually.

Any other defects identified through observations or checks made by the Civil Enforcement Officers, Ward Councillors and members of the public are also actioned as appropriate.

In addition to signs and lines, the Highway Inspectors as part of their safety inspections will identify defects to direction signage, carriageways/footways/cycleways and gullies and order repair works as necessary. The Inspectors also undertake Night Scouts monthly to identify street lighting faults and order repair works.

There is also an annual resurfacing programme usually carried out during the summer which often affects lines. These will be replaced as soon as possible after surfacing work has been completed.

Snow will cover lines particularly on local residential roads where gritting does not take place. The parking restrictions remain in operation as set out in the appropriate Traffic Regulation Order.

On the principal roads and the main bus routes gritting is undertaken in accordance with the Winter Service Plan but the channel lines where road markings are will often remain covered until a thaw takes place.

A Penalty Charge Notice will only be issued where the Civil Enforcement Officer has checked that the lines and signs are in an acceptable condition. A motorist's attention should be drawn to the restriction when parking (See Chapter 6 for further information). The Council is unable to maintain the lines and signs in a perfect condition at all times, and it is recognised by the Traffic Penalty Tribunal that the lines and signs will over a period of time be subject to wear and tear.

Regulation 18 of the Local Authorities' Traffic Orders (Procedure) (England and Wales) Regulations 1996 states that: '*Where an order relating to any road has been made, the order making authority shall take such steps as are necessary to secure a) ... the placing on or near the road of such traffic signs in such positions as the order making authority may consider requisite for securing that adequate information as to the effect of the order is made available to persons using the road*'. The Council complies with this Order and will ensure that restrictions are clearly marked for motorists.

Chapter 10 - Car Parks

The current parking strategy is a core element of the Local Transport Plan. The strategy essentially aims to manage the level of long stay/commuter parking in the town centre. A key feature of the strategy is pricing of town centre parking to reflect the availability of alternatives, especially long stay parking provided by park and ride.

Reading Borough Council has a partnership contract with National Car Parks Limited (NCP). NCP manages the Council's car parks on a daily basis and maintains the car park cleanliness and deal with any other ad hoc duties e.g. maintaining lifts, removal of abandoned vehicles etc. The partnership has been in place from April 2007 and since this time, there has been a large investment made into the car parking infrastructure. This investment has included: updating the payment machines, replacing entry/exit barriers, improved lighting, improved tariff boards, and re-surfacing/re-lining car parks. More specific improvements are the waterproofing and drainage works at Queens Road and Broad Street Mall, fencing to Kings Meadow and a front end tidy up at the Cattle Market car park. Reading Borough Council and NCP review the tariff structure on an annual basis. Season tickets are available for Queens Road, Hills Meadow and Chester Street car parks. Season tickets are available annually, 6 monthly, 3 monthly and 1 monthly (except Chester Street which only offers annual permits).

The table below shows the spaces available in each car park.

Car Park	Spaces
Broad Street Mall	784
Queens Road	700
Hills Meadow	298
Civic B Car Park	170
Kings Meadow	95
Cattle Market	90
Chester Street, Caversham	60
Recreation Road, Tilehurst	80
Dunstall Close, Tilehurst	47
Total	2,324

Further Information

Further information can be found on the Council's website: www.reading.gov.uk or the NCP website <http://www.ncp.co.uk/>

Chapter 11 - Pay and Display

Reading Borough Council introduced on-street pay and display in October 2010, this offered alternative short-term parking for the Town Centre. Following the Town Centre Redevelopment Works associated with the Reading Station upgrade, a total of 198 pay and display bays were introduced at that time. The bays are located across the town centre and provide more flexible parking options for visitors.

In January 2013, an additional 20 Pay and Display bays were introduced into the Town Centre. These were located in Oxford Road (on the bridge near Travel lodge), St Mary's Butts (on Island, opposite Church), Thorn Street outside Beadle Chrome shop, opposite Travel lodge), and Vachel Road (Dead end section, next to IDR)

The majority of the bays are operational between 8am and 8pm, Monday to Sunday, but there are a few locations that are shared with permit parking (See Chapters 6 and 7 for further information).

In line with the Department for Transport under 'The Blue Badge Scheme: Rights and Responsibilities in England', holders of the blue badges can park for free and without time limit in the pay and display bays. However, in the shared use bays it is only for free and without limit during the hours a pay and display ticket is required, outside of the hours a parking permit is required. (See Chapter 8 for further information)

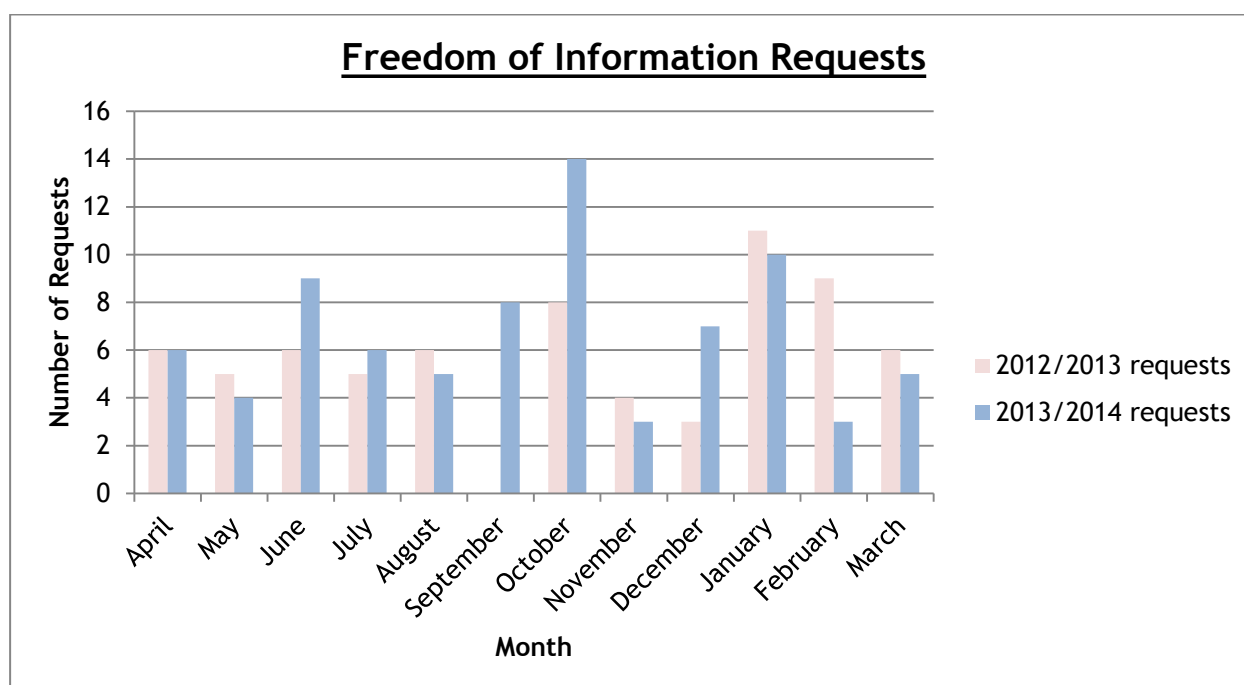
Further Information

Further information can be found on the Council's website: www.reading.gov.uk

Chapter 12 - Freedom of Information

The Freedom of Information Act came into effect in January 2005. This requires Reading Borough Council to provide information which is held available to the general public. The Freedom of Information Act requires that Reading Borough Council respond to requests within 20 working days. Reading Borough Council is only required to respond with information that is held - it does not require the Council to analyse the information.

The graph below shows the number of Freedom of Information requests on monthly basis received by the Reading Borough Council Parking Services team in 2012/2013 and 2013/2014⁷. In 2013/2014, a total of 80 Freedom of Information requests were received by the Reading Borough Council Parking Services team. This was 11 more than the previous year.



The Reading Borough Council Parking Services team often receive the majority of Freedom of Information requests from motorists that have received a Penalty Charge Notice. Such requests are seeking to obtain information about Penalty Charge Notices issued in the same location. Whilst the team seek to respond to requests within 20 working days, there are some instances where the request has been too broad e.g. no date range, specific types of challenges, Penalty Charge Notices issued to non-Reading based motorists. Therefore, if a manual search of each Penalty Charge Notice is required, this can take between 30 seconds to 2 minutes to investigate. As Reading Borough Council hold thousands of records for the majority of requests made, it would exceed the 18 hour time limit for such a request making it exempt. The table below shows some of the most common Freedom of Information requests received.

⁷ Please note that this data is that recorded on 7th November 2014.

Freedom of Information Request	Information
Penalty Charge Notices issued by location	See Chapter 3 for an overview. A copy of Penalty Charge Notices issued by ward, street and contravention code is provided in Appendix A.
Bus lane Penalty Charge Notices issued	See Chapter 4 for an overview. A copy of Penalty Charge Notices issued by street for entering bus lanes is provided in Appendix B.
Penalty Charge Notices paid/cancelled	See Chapters 3 and 4.
Challenges Received	See Chapter 5.
Appeals	See Chapter 5.
Income/expenditure for parking and/or bus lanes and permit scheme	See Chapter 13.
Copy of parking Traffic Regulation Orders	Copies of the relevant parking Traffic Regulation Orders are made available by writing to Reading Borough Council Network Management or Legal Services.
Copy of bus lane Traffic Regulation Orders	Each of these documents are publically available. Information on each of these is now available at http://beta.reading.gov.uk/article/2778/Bus-Lane-Enforcement
Copy of Secretary of State approval for bus lane cameras	
Copy of Department for Transport Approval for bus lane signs in Minster Street, Friar Street (Eastbound), Friar Street (Westbound), St Mary's Butts, Stanshawe Road and Blagrove Street	
Reading Borough Council's policy on discretion	Reading Borough Council's policy on the exercise of discretion is to deal with each case on its own merits.

Chapter 13 - Financial Information

The Statutory Guidance states that for good governance, enforcement authorities need to forecast revenue in advance. Raising revenue should not be the objective of Civil Parking Enforcement, nor may the authority set targets for revenue or the number of Penalty Charge Notices issued.

The purpose of penalty charges is to deter motorists from contravening parking restrictions. Payments received (whether for on street or off street enforcement) must only be used in accordance with Section 55 (as amended) of the Road Traffic Regulation Act 1984. This Act limits the purposes to which a Local Authority may apply any surplus resulting from income derived from on-street parking spaces. This was however, amended by the Traffic Management Act and restrictions on Councils that do not require further off-street parking were relaxed to permit any surplus to be used for general transport measures and other purposes on which the Local Authority lawfully incurs expenditure.

Reading Borough Council has seen compliance with the parking and bus lane restrictions increase over the years.

In accordance with the Data Transparency Code, it should be noted that the surplus received has been used to fund measures including: concessionary bus passes on the ReadiBus service; on supported contract bus service provision and on other measures as defined in accordance with s55 of the Road Traffic Regulation Act as set out in the table below. In 2013/2014 this totalled £2.391m.

	£
Supported bus services & discretionary concessionary fares	407,183
Construction of cycle tracks	10,500
Provision of subways, refuges, pillars, walls, barriers, rails, fences or posts for the use or protection of persons using a highway	62,012
Construction and reconstruction of bridges and alteration of level of highways	35,634
Planting of trees, shrubs and other vegetation and laying out of grass verges	5,804
Construction, maintenance and removal of road humps	12,620
Execution of works for the purpose of draining a highway or of otherwise preventing surface water from flowing on to it	240,595

Provision of barriers or other works for the purpose of affording to a highway protection against hazards of nature	7,203
Road safety schemes, traffic signals & CCTV	595,589
Adult Social Care in house transport	414,269
Street lighting upgrades	599,591
Total	2,391,000

The table below shows the financial information for Reading Borough Council for 2013/2014. A comparison can be made with last year's financial information.

	Total Expenditure 2013/2014	Total Income 2013/2014	Net Surplus (Cost) 2013/2014	Total Expenditure 2012/2013	Total Income 2012/2013	Net Surplus (Cost) 2012/2013
Parking Penalty Charge Notices	£1,728,900	£1,406,100	(£322,800)	£1,796,300	£1,397,600	(£398,700)
Bus Lane Penalty Charge Notices	£865,900	£3,147,400	£2,281,500	£746,400	£2,095,400	£1,349,000
Resident Parking Permit	£198,800	£223,700	£24,900	£233,200	£184,600	(£48,600)
Car Parks	£2,663,500	£4,060,000	£1,396,500	£2,855,700	£4,037,400	£1,181,700
Pay and Display	£99,400	£559,600	£460,200	£155,600	£463,100	£307,500

Key Contacts and More Information

The process described in this report about challenging a PCN is set down by the Traffic Management Act 2004 or Transport Act 2000 (and accompanying regulations) and is the only way to query a Penalty Charge Notice. Complaints about the parking scheme itself should be made in writing to Reading Borough Council.

General enquiries concerning parking issues may be made by telephone, however Reading Borough Council cannot accept challenges or representations made by email or telephone. The Reading Borough Council Parking Services telephone number for general enquiries is 0118 9373767.

There are specific postal addresses provided for motorists to query a Parking Penalty Charge Notice and a Bus Lane Penalty Charge Notice. These separate postal addresses ensure challenges/representations are assigned to the case file quickly and are dealt with promptly.

To Challenge a Parking Penalty Charge Notice the address is:

Reading Borough Council,
Parking Services,
PO BOX 3011,
Reading,
RG1 9RY.

To Challenge a Bus Lane Penalty Charge Notice the address is:

Reading Borough Council BL,
Parking Services,
PO BOX 3012,
Reading,
RG1 9RZ.

To view or pay your Penalty Charge Notice (both parking and bus lane):

<https://parking.reading.gov.uk/>

There is also a separate telephone number for parking/bus lane enquiries which is 0843 357 1551, this also allows motorists to pay their Penalty Charge Notice.

Other Useful Contacts

Traffic Penalty Tribunal:
Website: <https://trafficpenaltytribunal.gov.uk>
Telephone: 016125 44 55 55

Car Park Season Tickets are available by telephoning 0845 050 7080

Appendix A - Parking Penalty Charge Notices - by Ward

PENALTY CHARGE NOTICES ISSUED BY WARD			
WARD	ON-STREET	OFF-STREET	TOTAL
ABBEY	21,759	1,030	22,789
BATTLE	4,560	0	4,560
CAVERSHAM	2,405	813	3,218
CHURCH	21	0	21
KATESGROVE	3,856	0	3,856
KENTWOOD	56	0	56
MAPLEDURHAM	0	0	0
MINSTER	817	0	817
NORCOT	743	0	743
PARK	4,548	0	4,548
PEPPARD	48	0	48
REDLANDS	2,589	0	2,589
SOUTHCOTE	23	0	23
THAMES	285	0	285
TILEHURST	229	35	264
WHITLEY	236	0	236

Appendix A - Parking Penalty Charge Notices - By Street

Note:

“On Street” means a ticket issued on the Public Highway

“Off Street” means a ticket issued in a Council owned Car Park

“Postal Issue - Approved Device - On Street” means a ticket issued from the enforcement vehicle, whereby the PCN is posted to the DVLA registered keeper.

“Direct Issue - On Street” means a ticket issued by a Civil Enforcement Officer direct to the vehicle.

PENALTY CHARGE NOTICES (PCN) ISSUED BY STREET					
LOCATION	TOTAL PCN ISSUED	TOTAL ON-STREET	TOTAL OFF-STREET	POSTAL ISSUE - APPROVED DEVICE - ON STREET	DIRECT ISSUE - ON STREET
A33	2	2	0	0	2
ABBEY SQUARE	49	49	0	0	49
ABBEY STREET	157	157	0	0	157
ABBOTS WALK	4	4	0	0	4
ABBOTSMEAD PLACE	0	0	0	0	0
ACCESS FROM RICHFIELD AVENUE TO RIVERMEAD LEISURE	0	0	0	0	0
ACRE ROAD	93	93	0	92	1
ADDINGTON ROAD	174	174	0	64	110
ADDISON ROAD	166	166	0	0	166
ADELAIDE ROAD	2	2	0	0	2
ALBANY ROAD	111	111	0	0	111
ALBURY CLOSE	11	11	0	0	11
ALDWORTH CLOSE	0	0	0	0	0
ALEXANDER COURT (BAKER STREET)	0	0	0	0	0
ALEXANDRA ROAD	176	176	0	150	26
ALFRED STREET	32	32	0	0	32
ALL HALLOWS ROAD	20	20	0	9	11

PENALTY CHARGE NOTICES (PCN) ISSUED BY STREET					
LOCATION	TOTAL PCN ISSUED	TOTAL ON-STREET	TOTAL OFF-STREET	POSTAL ISSUE - APPROVED DEVICE - ON STREET	DIRECT ISSUE - ON STREET
ALLCROFT ROAD	14	14	0	0	14
ALMA STREET	14	14	0	0	14
ALPINE STREET	197	197	0	0	197
AMBLECOTE ROAD	0	0	0	0	0
AMBROOK ROAD	0	0	0	0	0
AMERSHAM ROAD	0	0	0	0	0
AMHERST ROAD	0	0	0	0	0
AMITY ROAD	235	235	0	0	235
AMITY STREET	66	66	0	0	66
ANGLERS WAY	2	2	0	0	2
ANSTEY ROAD	95	95	0	0	95
APPLEFORD ROAD	0	0	0	0	0
ARCHWAY ROAD	0	0	0	0	0
ARDLER ROAD	1	1	0	0	1
ARGYLE ROAD	95	95	0	0	95
ARGYLE STREET	147	147	0	0	147
ARKWRIGHT ROAD	1	1	0	0	1
ARMADALE COURT	0	0	0	0	0
ARMOUR ROAD	3	3	0	0	3
ARTHUR PLACE	0	0	0	0	0
ASHAMPSTEAD ROAD	11	11	0	11	0
ASHBY COURT	1	1	0	0	1
ASHDENE GARDENS	0	0	0	0	0
ASHLEY ROAD	0	0	0	0	0
ASHMERE TERRACE	1	1	0	0	1
ASHMORE ROAD	1	1	0	0	1
AUCKLAND ROAD	0	0	0	0	0
AUDLEY STREET	154	154	0	0	154
AVON PLACE	15	15	0	0	15
AYRTON SENNA ROAD	0	0	0	0	0
BAKER STREET	261	261	0	0	261

PENALTY CHARGE NOTICES (PCN) ISSUED BY STREET					
LOCATION	TOTAL PCN ISSUED	TOTAL ON-STREET	TOTAL OFF-STREET	POSTAL ISSUE - APPROVED DEVICE - ON STREET	DIRECT ISSUE - ON STREET
BAMBURGH CLOSE	0	0	0	0	0
BARNSDALE ROAD	0	0	0	0	0
BARNWOOD CLOSE	70	70	0	0	70
BARON COURT	0	0	0	0	0
BARRY PLACE	7	7	0	0	7
BASINGSTOKE ROAD	148	148	0	59	89
BATH ROAD	3	3	0	1	2
BATTLE STREET	118	118	0	0	118
BATTLE STREET CAR PARK	0	0	0	0	0
BEDFORD ROAD	262	262	0	1	261
BEECHAM ROAD	54	54	0	0	54
BELLE VUE ROAD	27	27	0	0	27
BELMONT ROAD	261	261	0	2	259
BEMBRIDGE PLACE	2	2	0	0	2
BENNET ROAD	14	14	0	0	14
BENSON CLOSE	0	0	0	0	0
BENYON COURT	0	0	0	0	0
BERESFORD ROAD	284	284	0	0	284
BERKELEY AVENUE	46	46	0	0	46
BETAM ROAD	5	5	0	0	5
BISHOPS ROAD	7	7	0	0	7
BLAGDON ROAD	1	1	0	0	1
BLAGRAVE STREET	244	244	0	15	229
BLAKES COTTAGES	129	129	0	0	129
BLANDFORD ROAD	1	1	0	0	1
BLENHEIM GARDENS	15	15	0	0	15
BLENHEIM ROAD (CAVERSHAM)	6	6	0	0	6
BLENHEIM ROAD (READING)	22	22	0	0	22
BLUNDELLS ROAD	0	0	0	0	0
BOARDED LANE	0	0	0	0	0

PENALTY CHARGE NOTICES (PCN) ISSUED BY STREET					
LOCATION	TOTAL PCN ISSUED	TOTAL ON-STREET	TOTAL OFF-STREET	POSTAL ISSUE - APPROVED DEVICE - ON STREET	DIRECT ISSUE - ON STREET
BODY ROAD	17	17	0	0	17
BOSTON AVENUE	0	0	0	0	0
BOULT STREET	16	16	0	0	16
BOULTON ROAD	23	23	0	0	23
BOURNE AVENUE	7	7	0	0	7
BRACKENDALE WAY	0	0	0	0	0
BRAYFORD ROAD	0	0	0	0	0
BRIANTS AVENUE	5	5	0	0	5
BRIDGE STREET (CAVERSHAM)	0	0	0	0	0
BRIDGE STREET (READING)	279	279	0	268	11
BRIGHAM ROAD	128	128	0	1	127
BRIGHTON ROAD	2	2	0	0	2
BRISBANE ROAD	2	2	0	0	2
BRIXHAM ROAD	0	0	0	0	0
BROAD STREET	57	57	0	0	57
BROCK GARDENS	1	1	0	0	1
BROOK STREET WEST	45	45	0	0	45
BROOMFIELD ROAD	0	0	0	0	0
BROUGHTON CLOSE	6	6	0	0	6
BROWNLOW ROAD	25	25	0	19	6
BRUNEL ROAD	0	0	0	0	0
BRUNSWICK HILL	79	79	0	0	79
BRUNSWICK STREET	9	9	0	0	9
BUCKINGHAM DRIVE	0	0	0	0	0
BUCKLAND ROAD	0	0	0	0	0
BULMERSHE ROAD	2	2	0	0	2
BURFORD COURT (CAROLINE STREET)	0	0	0	0	0
BURGHFIELD ROAD	1	1	0	0	1
BUTTER MARKET	1	1	0	0	1

PENALTY CHARGE NOTICES (PCN) ISSUED BY STREET					
LOCATION	TOTAL PCN ISSUED	TOTAL ON-STREET	TOTAL OFF-STREET	POSTAL ISSUE - APPROVED DEVICE - ON STREET	DIRECT ISSUE - ON STREET
BYEFIELD ROAD	0	0	0	0	0
BYWORTH CLOSE	0	0	0	0	0
CADUGAN PLACE	7	7	0	0	7
CALLINGTON ROAD	0	0	0	0	0
CAMBRIDGE STREET	82	82	0	0	82
CANAL WAY	0	0	0	0	0
CANFORD COURT	13	13	0	0	13
CANNON STREET	18	18	0	0	18
CANTERBURY ROAD	0	0	0	0	0
CARDIFF ROAD	73	73	0	0	73
CARDIGAN GARDENS	5	5	0	0	5
CARDIGAN ROAD	2	2	0	0	2
CARDINAL CLOSE	1	1	0	0	1
CAREY STREET	125	125	0	0	125
CARLISLE ROAD	4	4	0	0	4
CARNARVON ROAD	101	101	0	0	101
CAROLINE COURT	0	0	0	0	0
CAROLINE STREET	9	9	0	0	9
CARSDALE CLOSE	0	0	0	0	0
CASTLE CRESCENT	34	34	0	0	34
CASTLE HILL	9	9	0	2	7
CASTLE STREET	567	567	0	0	567
CASTLE STREET SERVICE ROAD	27	27	0	0	27
CATHERINE STREET	167	167	0	0	167
CATTLE MARKET CAR PARK	299	0	299	0	0
CAVENDISH ROAD	0	0	0	0	0
CAVERSHAM BRIDGE (CAVERSHAM ROAD)	2	2	0	0	2
CAVERSHAM ROAD	298	298	0	7	291
CAXTON CLOSE	0	0	0	0	0

PENALTY CHARGE NOTICES (PCN) ISSUED BY STREET					
LOCATION	TOTAL PCN ISSUED	TOTAL ON-STREET	TOTAL OFF-STREET	POSTAL ISSUE - APPROVED DEVICE - ON STREET	DIRECT ISSUE - ON STREET
CEDAR ROAD	0	0	0	0	0
CHAIN STREET	0	0	0	0	0
CHAMPION ROAD	0	0	0	0	0
CHARLES STREET	45	45	0	0	45
CHARNDON CLOSE	0	0	0	0	0
CHATHAM PLACE SERVICE ROAD	22	22	0	0	22
CHATHAM STREET	28	28	0	18	10
CHATHAM STREET CAR PARK (CHATHAM STREET)	0	0	0	0	0
CHAUCER CLOSE	0	0	0	0	0
CHEAPSIDE	1,647	1,647	0	577	1,070
CHESTER STREET (CAVERSHAM)	55	55	0	0	55
CHESTER STREET (READING)	26	26	0	0	26
CHESTER STREET CAR PARK (CAV)	413	0	413	0	0
CHESTERMAN STREET	174	174	0	0	174
CHICHESTER ROAD	0	0	0	0	0
CHILTERN COURT	1	1	0	1	0
CHILTERN ROAD	264	264	0	257	7
CHOLMELEY PLACE	12	12	0	0	12
CHOLMELEY ROAD	181	181	0	9	172
CHOLMELEY TERRACE	34	34	0	0	34
CHRISTCHURCH GARDENS	0	0	0	0	0
CHRISTCHURCH ROAD	1	1	0	0	1
CHURCH END LANE	29	29	0	23	6
CHURCH ROAD (CAVERSHAM)	60	60	0	0	60
CHURCH STREET (CAVERSHAM)	12	12	0	0	12
CHURCH STREET (READING)	14	14	0	0	14

PENALTY CHARGE NOTICES (PCN) ISSUED BY STREET					
LOCATION	TOTAL PCN ISSUED	TOTAL ON-STREET	TOTAL OFF-STREET	POSTAL ISSUE - APPROVED DEVICE - ON STREET	DIRECT ISSUE - ON STREET
CINTRA AVENUE	0	0	0	0	0
CIRCUIT LANE	0	0	0	0	0
CIRCUIT LANE (GARAGE AREA)	0	0	0	0	0
CITY ROAD	0	0	0	0	0
CIVIC 'B' CAR PARK	146	0	146	0	0
CIVIC CENTRE SERVICE ROAD	16	16	0	0	16
CLARENDEN ROAD	0	0	0	0	0
CLENT ROAD	3	3	0	0	3
CLEVEDON ROAD	4	4	0	0	4
CLIFTON PARK ROAD	0	0	0	0	0
CLIFTON STREET	26	26	0	0	26
COCKNEY HILL	0	0	0	0	0
COLDICUTT STREET	52	52	0	0	52
COLEY AVENUE	2	2	0	0	2
COLEY HILL	37	37	0	0	37
COLEY PARK ROAD	3	3	0	0	3
COLEY PLACE	28	28	0	0	28
COLEY STREET	0	0	0	0	0
COLLEGE ROAD	13	13	0	0	13
COLLIS STREET	8	8	0	0	8
COMMERCIAL ROAD	14	14	0	0	14
CONISTON DRIVE	1	1	0	0	1
CONNAUGHT CLOSE	2	2	0	0	2
CONNAUGHT ROAD	117	117	0	0	117
CONSTITUTION ROAD	19	19	0	0	19
COOPER CLOSE	0	0	0	0	0
CORBRIDGE ROAD	4	4	0	0	4
CORINNE CLOSE	0	0	0	0	0
CORK STREET	0	0	0	0	0
CORONATION SQUARE	0	0	0	0	0

PENALTY CHARGE NOTICES (PCN) ISSUED BY STREET					
LOCATION	TOTAL PCN ISSUED	TOTAL ON-STREET	TOTAL OFF-STREET	POSTAL ISSUE - APPROVED DEVICE - ON STREET	DIRECT ISSUE - ON STREET
CORWEN ROAD	7	7	0	6	1
COVENTRY ROAD	174	174	0	0	174
COW LANE	2	2	0	0	2
CRADOCK ROAD	2	2	0	0	2
CRAIG AVENUE	132	132	0	0	132
CRANBURY ROAD	144	144	0	7	137
CRANE WHARF	0	0	0	0	0
CRAVEN ROAD	47	47	0	1	46
CREMYLL ROAD	1	1	0	0	1
CRESCENT ROAD	8	8	0	1	7
CRESSINGHAM ROAD	0	0	0	0	0
CROMWELL ROAD	66	66	0	0	66
CROSS STREET	1	1	0	0	1
CROSSLAND ROAD	8	8	0	0	8
CROWN PLACE	6	6	0	0	6
CROWN STREET	9	9	0	0	9
CULVER ROAD	21	21	0	0	21
CUMBERLAND ROAD	223	223	0	0	223
CURZON STREET	184	184	0	0	184
DALE ROAD	6	6	0	0	6
DARTINGTON CLOSE	0	0	0	0	0
DARWIN CLOSE	5	5	0	0	5
DE BEAUVOIR ROAD	158	158	0	0	158
DE BOHUN ROAD	0	0	0	0	0
DE MONTFORT ROAD	69	69	0	0	69
DEACON WAY	3	3	0	0	3
DEANSGATE ROAD	205	205	0	0	205
DEE ROAD	2	2	0	2	0
DEEPDENE CLOSE	99	99	0	0	99
DENMARK ROAD	168	168	0	0	168

PENALTY CHARGE NOTICES (PCN) ISSUED BY STREET					
LOCATION	TOTAL PCN ISSUED	TOTAL ON-STREET	TOTAL OFF-STREET	POSTAL ISSUE - APPROVED DEVICE - ON STREET	DIRECT ISSUE - ON STREET
DERBY STREET	19	19	0	0	19
DERWENT AVENUE	0	0	0	0	0
DONEGAL CLOSE	0	0	0	0	0
DONKIN HILL	0	0	0	0	0
DONNINGTON GARDENS	10	10	0	0	10
DONNINGTON ROAD	23	23	0	0	23
DOROTHY STREET	29	29	0	0	29
DOUGLAS ROAD	0	0	0	0	0
DOVER STREET	14	14	0	0	14
DOWNING ROAD	2	2	0	1	1
DOWNSHIRE SQUARE	68	68	0	0	68
DRAKE WAY	10	10	0	0	10
DRAYTON ROAD	2	2	0	0	2
DUKE STREET	1	1	0	0	1
DUNCAN PLACE	7	7	0	0	7
DUNSFOLD ROAD	1	1	0	0	1
DUNSFOLD ROAD (SPUR)	0	0	0	0	0
DUNSTALL CLOSE	20	20	0	17	3
DUNSTALL CLOSE CAR PARK	10	0	10	0	0
DUNSTER CLOSE	1	1	0	1	0
DURHAM CLOSE	0	0	0	0	0
DWYER ROAD	0	0	0	0	0
EAST STREET	130	130	0	0	130
EASTERN AVENUE	73	73	0	0	73
EATON PLACE	63	63	0	16	47
EDGEHILL STREET	96	96	0	0	96
EDINBURGH ROAD	86	86	0	0	86
ELDON PLACE	23	23	0	0	23
ELDON ROAD	1	1	0	0	1
ELDON SQUARE	197	197	0	0	197

PENALTY CHARGE NOTICES (PCN) ISSUED BY STREET					
LOCATION	TOTAL PCN ISSUED	TOTAL ON-STREET	TOTAL OFF-STREET	POSTAL ISSUE - APPROVED DEVICE - ON STREET	DIRECT ISSUE - ON STREET
ELDON STREET	15	15	0	0	15
ELDON TERRACE	43	43	0	0	43
ELGAR ROAD	220	220	0	0	220
ELGAR ROAD SOUTH	4	4	0	0	4
ELLIOTS WAY	6	6	0	0	6
ELM LODGE AVENUE	40	40	0	0	40
ELM PARK	0	0	0	0	0
ELM PARK ROAD	133	133	0	0	133
ELM ROAD	0	0	0	0	0
ELMHURST ROAD	9	9	0	0	9
ELSLEY ROAD	0	0	0	0	0
EPPING CLOSE	8	8	0	0	8
EPSOM COURT	0	0	0	0	0
ERLEIGH ROAD	152	152	0	29	123
ESSEX STREET	172	172	0	1	171
EVESHAM ROAD	0	0	0	0	0
EXBOURNE ROAD	8	8	0	5	3
FAIRCROSS ROAD	0	0	0	0	0
FALKLAND ROAD	62	62	0	0	62
FATHERSON ROAD	91	91	0	0	91
FAWLEY ROAD	0	0	0	0	0
FERNBROOK ROAD	0	0	0	0	0
FIELD ROAD	84	84	0	0	84
FILEY ROAD	146	146	0	0	146
FLINT STREET	0	0	0	0	0
FOBNEY STREET	131	131	0	0	131
FONTWELL DRIVE	0	0	0	0	0
FORBURY ROAD	8	8	0	0	8
FORBURY THE	427	427	0	0	427
FOREST HILL	0	0	0	0	0

PENALTY CHARGE NOTICES (PCN) ISSUED BY STREET					
LOCATION	TOTAL PCN ISSUED	TOTAL ON-STREET	TOTAL OFF-STREET	POSTAL ISSUE - APPROVED DEVICE - ON STREET	DIRECT ISSUE - ON STREET
FORGE CLOSE	0	0	0	0	0
FOUNDRY STREET	0	0	0	0	0
FOXGLOVE GARDENS	0	0	0	0	0
FOXHILL ROAD	4	4	0	0	4
FRANCIS STREET	145	145	0	0	145
FRANKLIN STREET	25	25	0	0	25
FRESHWATER ROAD	135	135	0	0	135
FRIAR STREET	593	593	0	185	408
FRIARS WALK	2	2	0	2	0
FRILSHAM ROAD	0	0	0	0	0
GARNET HILL	14	14	0	0	14
GARNET STREET	58	58	0	0	58
GARRARD STREET	337	337	0	0	337
GAS WORKS ROAD	0	0	0	0	0
GEORGE STREET (CAVERSHAM)	30	30	0	3	27
GEORGE STREET (READING)	274	274	0	0	274
GILLETTE WAY	7	7	0	0	7
GIPSY LANE	0	0	0	0	0
GLEBE ROAD	22	22	0	0	22
GLENROSA ROAD	0	0	0	0	0
GLOUCESTER ROAD	122	122	0	0	122
GOLDSMID ROAD	36	36	0	0	36
GORDON PLACE	20	20	0	0	20
GOSBROOK ROAD	68	68	0	2	66
GOWER STREET	139	139	0	0	139
GRAFTON ROAD	0	0	0	0	0
GRANBY GARDENS	64	64	0	0	64
GRANGE AVENUE	252	252	0	0	252
GRANVILLE ROAD	0	0	0	0	0
GRATWICKE ROAD	0	0	0	0	0

PENALTY CHARGE NOTICES (PCN) ISSUED BY STREET					
LOCATION	TOTAL PCN ISSUED	TOTAL ON-STREET	TOTAL OFF-STREET	POSTAL ISSUE - APPROVED DEVICE - ON STREET	DIRECT ISSUE - ON STREET
GREAT KNOLLYS STREET	472	472	0	105	367
GREEN PARK ROAD	0	0	0	0	0
GREEN PARK SERVICE ROAD	0	0	0	0	0
GREEN ROAD	0	0	0	0	0
GREENWOOD ROAD	3	3	0	0	3
GREYFRIARS ROAD	105	105	0	0	105
GREYS COURT	0	0	0	0	0
GROVE COTTAGES	0	0	0	0	0
GROVE ROAD	8	8	0	2	6
GROVE THE	64	64	0	0	64
GROVELANDS ROAD	3	3	0	0	3
GUN STREET	11	11	0	0	11
HAGLEY ROAD	3	3	0	0	3
HALLS ROAD	0	0	0	0	0
HAMILTON ROAD	4	4	0	0	4
HAMPDEN ROAD	17	17	0	0	17
HARLEY ROAD	9	9	0	0	9
HARROW COURT	0	0	0	0	0
HART STREET	17	17	0	0	17
HARTLAND ROAD	3	3	0	3	0
HATFORD ROAD	0	0	0	0	0
HATHERLEY ROAD	27	27	0	0	27
HAYWOOD COURT	3	3	0	0	3
HEATH ROAD	0	0	0	0	0
HEMDEAN HILL	41	41	0	0	41
HEMDEAN RISE	21	21	0	0	21
HEMDEAN ROAD	102	102	0	10	92
HENLEY ROAD	2	2	0	0	2
HENRIETTA STREET	0	0	0	0	0
HENRY STREET	65	65	0	0	65

PENALTY CHARGE NOTICES (PCN) ISSUED BY STREET					
LOCATION	TOTAL PCN ISSUED	TOTAL ON-STREET	TOTAL OFF-STREET	POSTAL ISSUE - APPROVED DEVICE - ON STREET	DIRECT ISSUE - ON STREET
HERON WAY	0	0	0	0	0
HEXHAM ROAD	0	0	0	0	0
HIGH STREET	6	6	0	0	6
HIGHBRIDGE WHARF	7	7	0	0	7
HIGHGROVE STREET	269	269	0	0	269
HIGHGROVE TERRACE	13	13	0	0	13
HILCOT ROAD	26	26	0	0	26
HILL STREET	82	82	0	0	82
HILLBROW	0	0	0	0	0
HILLS MEADOW CAR PARK (GEORGE STREET)	400	0	400	0	0
HODSOLL ROAD	1	1	0	0	1
HOGARTH AVENUE	0	0	0	0	0
HOLMES ROAD	0	0	0	0	0
HOME FARM CLOSE	0	0	0	0	0
HONEY END LANE	15	15	0	13	2
HOSIER STREET	223	223	0	0	223
HOWARD STREET	741	741	0	1	740
HURST WAY	0	0	0	0	0
ILIFFE CLOSE	20	20	0	0	20
IMPERIAL WAY	3	3	0	0	3
ISLAND ROAD	0	0	0	0	0
JAMES STREET	10	10	0	0	10
JANSON COURT	0	0	0	0	0
JESSE TERRACE	121	121	0	0	121
JUBILEE SQUARE	16	16	0	0	16
JUNCTION ROAD	25	25	0	0	25
KATESGROVE LANE	67	67	0	0	67
KENAVON DRIVE	33	33	0	0	33
KENDRICK ROAD	92	92	0	0	92

PENALTY CHARGE NOTICES (PCN) ISSUED BY STREET					
LOCATION	TOTAL PCN ISSUED	TOTAL ON-STREET	TOTAL OFF-STREET	POSTAL ISSUE - APPROVED DEVICE - ON STREET	DIRECT ISSUE - ON STREET
KENNET SIDE	2	2	0	0	2
KENNET STREET	4	4	0	0	4
KENNETSIDE	0	0	0	0	0
KENSINGTON ROAD	191	191	0	5	186
KENT ROAD	26	26	0	0	26
KENTWOOD HILL	0	0	0	0	0
KIDMORE END ROAD	9	9	0	0	9
KING STREET	130	130	0	0	130
KINGS MEADOW CAR PARK (NAPIER)	322	0	322	0	0
KINGS MEADOW ROAD	46	46	0	0	46
KINGS ROAD	1,359	1,359	0	25	1,334
KINGS ROAD (CAVERSHAM)	135	135	0	0	135
KINGSGATE PLACE (KINGSGATE STREET)	4	4	0	0	4
KINGSGATE STREET	51	51	0	0	51
KNIGHTS WAY	0	0	0	0	0
LANCING CLOSE	0	0	0	0	0
LANDRAKE CRESCENT	0	0	0	0	0
LEMART CLOSE	0	0	0	0	0
LENNOX ROAD	0	0	0	0	0
LEOPOLD ROAD (LEOPOLD WALK)	0	0	0	0	0
LESFORD ROAD	6	6	0	0	6
LETCOMBE STREET	1	1	0	0	1
LIEBENROOD ROAD	2	2	0	0	2
LIMA COURT	40	40	0	0	40
LINCOLN ROAD	23	23	0	0	23
LINDEN ROAD	0	0	0	0	0
LINDISFARNE WAY	0	0	0	0	0

PENALTY CHARGE NOTICES (PCN) ISSUED BY STREET					
LOCATION	TOTAL PCN ISSUED	TOTAL ON-STREET	TOTAL OFF-STREET	POSTAL ISSUE - APPROVED DEVICE - ON STREET	DIRECT ISSUE - ON STREET
LINGHOLM CLOSE	0	0	0	0	0
LITTLE JOHNS LANE	22	22	0	0	22
LITTLE STREET	9	9	0	0	9
LIVERPOOL ROAD	318	318	0	0	318
LOCK PLACE	1	1	0	0	1
LONDON ROAD	1,261	1,261	0	1,148	113
LONDON STREET	568	568	0	4	564
LONG BARN LANE	0	0	0	0	0
LORNE STREET	108	108	0	0	108
LOVEROCK ROAD	20	20	0	0	20
LOWER BROOK STREET	7	7	0	0	7
LOWER ELMSTONE DRIVE	1	1	0	0	1
LOWER FIELD ROAD	51	51	0	0	51
LOWER HENLEY ROAD	0	0	0	0	0
LOWER MOUNT	4	4	0	0	4
LOWER THORN STREET (THORN ST)	0	0	0	0	0
LOWFIELD ROAD	0	0	0	0	0
LULWORTH ROAD	0	0	0	0	0
LUSCINIA VIEW	20	20	0	0	20
LYDFORD ROAD	6	6	0	0	6
LYNDHURST ROAD	0	0	0	0	0
LYNMOUTH ROAD	110	110	0	0	110
LYON SQUARE	0	0	0	0	0
M4/A33 ROUNDABOUT	0	0	0	0	0
MAITLAND ROAD	20	20	0	0	20
MALDON CLOSE	0	0	0	0	0
MALL CAR PARK	104	0	104	0	0
MALTHOUSE LANE	40	40	0	0	40
MALVERN COURT	10	10	0	0	10

PENALTY CHARGE NOTICES (PCN) ISSUED BY STREET					
LOCATION	TOTAL PCN ISSUED	TOTAL ON-STREET	TOTAL OFF-STREET	POSTAL ISSUE - APPROVED DEVICE - ON STREET	DIRECT ISSUE - ON STREET
MANCHESTER ROAD	109	109	0	0	109
MANDEVILLE CLOSE	0	0	0	0	0
MANOR FARM ROAD	0	0	0	0	0
MANSFIELD ROAD	19	19	0	0	19
MARKET PLACE	22	22	0	0	22
MARLBOROUGH AVENUE	0	0	0	0	0
MARSACK STREET	0	0	0	0	0
MARSH COURT (WILTON ROAD)	0	0	0	0	0
MASON STREET	152	152	0	0	152
MAYFAIR	8	8	0	0	8
MEADOW ROAD	22	22	0	0	22
MEADWAY CAR PARK	0	0	0	0	0
MEADWAY THE	15	15	0	0	15
MELROSE AVENUE	0	0	0	0	0
MERCHANTS PLACE	117	117	0	0	117
MERTON ROAD NORTH	0	0	0	0	0
MERTON ROAD SOUTH	0	0	0	0	0
MICKLANDS ROAD	0	0	0	0	0
MILFORD ROAD	14	14	0	0	14
MILL GREEN	0	0	0	0	0
MILL LANE	2	2	0	0	2
MILL LANE (NORTH)	0	0	0	0	0
MILL LANE (SOUTH)	0	0	0	0	0
MILL ROAD	0	0	0	0	0
MILMAN ROAD	113	113	0	0	113
MINSTER STREET	3	3	0	0	3
MITCHAM CLOSE	7	7	0	0	7
MONKLEY COURT	0	0	0	0	0
MONTAGUE STREET (CAVERSHAM)	3	3	0	1	2

PENALTY CHARGE NOTICES (PCN) ISSUED BY STREET					
LOCATION	TOTAL PCN ISSUED	TOTAL ON-STREET	TOTAL OFF-STREET	POSTAL ISSUE - APPROVED DEVICE - ON STREET	DIRECT ISSUE - ON STREET
MONTAGUE STREET (READING)	20	20	0	0	20
MORGAN ROAD	247	247	0	0	247
MORLANDS AVENUE	0	0	0	0	0
MOUNT PLEASANT	125	125	0	2	123
MOUNT PLEASANT GROVE	18	18	0	0	18
MOUNT STREET	38	38	0	0	38
MOUNT THE (CAVERSHAM)	0	0	0	0	0
MOUNT THE (READING)	1	1	0	0	1
MUIRFIELD CLOSE	17	17	0	0	17
MUNDESLEY STREET	6	6	0	0	6
NAPIER ROAD	3	3	0	0	3
NELSON ROAD	2	2	0	0	2
NEW BRIGHT STREET	0	0	0	0	0
NEW LANE HILL	2	2	0	0	2
NEW ROAD	2	2	0	0	2
NEWARK STREET	14	14	0	0	14
NEWCASTLE ROAD	0	0	0	0	0
NEWPORT ROAD	84	84	0	0	84
NICHOLAS COURT (PROSPECT STREET)	0	0	0	0	0
NORCOT ROAD	13	13	0	0	13
NORFOLK ROAD	36	36	0	0	36
NORMAN PLACE	0	0	0	0	0
NORRIS ROAD	253	253	0	0	253
NORTH STREET (CAVERSHAM)	31	31	0	0	31
NORTH STREET (READING)	4	4	0	0	4
NORTHCOURT AVENUE	2	2	0	0	2
NORTHFIELD ROAD	175	175	0	1	174
NORTHUMBERLAN AVENUE	113	113	0	94	19
NORTON ROAD	161	161	0	1	160

PENALTY CHARGE NOTICES (PCN) ISSUED BY STREET					
LOCATION	TOTAL PCN ISSUED	TOTAL ON-STREET	TOTAL OFF-STREET	POSTAL ISSUE - APPROVED DEVICE - ON STREET	DIRECT ISSUE - ON STREET
NORWOOD ROAD	35	35	0	0	35
OAK TREE ROAD	12	12	0	0	12
OAKDALE CLOSE	0	0	0	0	0
OAKLEY ROAD	1	1	0	0	1
ORCHARD STREET	30	30	0	0	30
ORMSBY STREET	54	54	0	0	54
ORTS ROAD	142	142	0	0	142
OVERDOWN ROAD	16	16	0	0	16
OXFORD ROAD	3,390	3,390	0	1,269	2,121
OXFORD STREET	347	347	0	2	345
PALMER PARK AVENUE	55	55	0	0	55
PALMER PARK CAR PARK	0	0	0	0	0
PANGBOURNE STREET	0	0	0	0	0
PARK LANE	10	10	0	0	10
PARKSIDE ROAD	0	0	0	0	0
PARTHIA CLOSE	11	11	0	0	11
PATRICK ROAD	0	0	0	0	0
PATRIOT PLACE	0	0	0	0	0
PELL STREET	34	34	0	0	34
PENDDENNIS AVENUE	2	2	0	2	0
PENROATH AVENUE	0	0	0	0	0
PEPPARD ROAD	0	0	0	0	0
PEPPER LANE	0	0	0	0	0
PIGGOTTS ROAD	1	1	0	0	1
PITCROFT AVENUE	126	126	0	0	126
PORTMAN ROAD	1	1	0	0	1
PRIEST HILL	64	64	0	0	64
PRINCE OF WALES AVENUE	66	66	0	0	66
PRINCES STREET	232	232	0	0	232
PRIORY AVENUE	489	489	0	0	489

PENALTY CHARGE NOTICES (PCN) ISSUED BY STREET					
LOCATION	TOTAL PCN ISSUED	TOTAL ON-STREET	TOTAL OFF-STREET	POSTAL ISSUE - APPROVED DEVICE - ON STREET	DIRECT ISSUE - ON STREET
PROMENADE ROAD	19	19	0	0	19
PROSPECT STREET (CAVERSHAM)	3	3	0	0	3
PROSPECT STREET (READING)	138	138	0	0	138
QUEEN VICTORIA STREET	16	16	0	0	16
QUEEN VICTORIA STREET (NORTH TO SOUTH)	0	0	0	0	0
QUEENS COTTAGES	0	0	0	0	0
QUEENS ROAD (CAVERSHAM)	103	103	0	0	103
QUEENS ROAD (READING)	170	170	0	27	143
QUEENS ROAD CAR PARK	33	0	33	0	0
QUEENS ROAD SLIP ROAD	4	4	0	0	4
QUEENSWAY	6	6	0	5	1
RADSTOCK ROAD	261	261	0	0	261
RAGLEY MEWS	1	1	0	1	0
RANDOLPH ROAD	45	45	0	0	45
RECREATION ROAD	34	34	0	11	23
RECREATION ROAD CAR PARK	25	0	25	0	0
RECTORY ROAD	173	173	0	0	173
REDLANDS ROAD	406	406	0	0	406
REDLANE COURT	0	0	0	0	0
REGENT COURT	3	3	0	0	3
REGENT STREET	82	82	0	0	82
RELEIF ROAD (A33)	0	0	0	0	0
RICHFIELD AVENUE	24	24	0	0	24
RICHMOND ROAD	50	50	0	0	50
RINGWOOD ROAD	0	0	0	0	0
RIPLEY ROAD	0	0	0	0	0
RIVER ROAD	13	13	0	0	13
RIVERMEAD CAR PARK	0	0	0	0	0

PENALTY CHARGE NOTICES (PCN) ISSUED BY STREET					
LOCATION	TOTAL PCN ISSUED	TOTAL ON-STREET	TOTAL OFF-STREET	POSTAL ISSUE - APPROVED DEVICE - ON STREET	DIRECT ISSUE - ON STREET
RODWAY ROAD	2	2	0	0	2
ROMANY CLOSE	0	0	0	0	0
ROMANY LANE	0	0	0	0	0
ROMSEY ROAD	0	0	0	0	0
ROSE KILN LANE	1	1	0	0	1
ROSS ROAD	48	48	0	2	46
ROSSENDALE ROAD	0	0	0	0	0
ROTHERFIELD WAY	0	0	0	0	0
ROUTH LANE	0	0	0	0	0
ROWLEY ROAD	2	2	0	0	2
RUPERT STREET	75	75	0	0	75
RUSSELL STREET	388	388	0	1	387
RUTLAND ROAD	5	5	0	0	5
SACKVILLE STREET	762	762	0	0	762
SALISBURY ROAD	292	292	0	66	226
SANCTUARY CLOSE	0	0	0	0	0
SCHOOL LANE	0	0	0	0	0
SCHOOL ROAD	62	62	0	52	10
SCHOOL TERRACE	32	32	0	7	25
SCOTT CLOSE	0	0	0	0	0
SCOURS LANE	0	0	0	0	0
SEND ROAD	0	0	0	0	0
SHAFTESBURY ROAD	21	21	0	0	21
SHAW ROAD	1	1	0	0	1
SHENSTONE ROAD	6	6	0	0	6
SHEPLEY DRIVE	0	0	0	0	0
SHERMAN ROAD	139	139	0	0	139
SHERWOOD STREET	58	58	0	0	58
SHINFIELD RISE	0	0	0	0	0
SHINFIELD ROAD	0	0	0	0	0

PENALTY CHARGE NOTICES (PCN) ISSUED BY STREET					
LOCATION	TOTAL PCN ISSUED	TOTAL ON-STREET	TOTAL OFF-STREET	POSTAL ISSUE - APPROVED DEVICE - ON STREET	DIRECT ISSUE - ON STREET
SHORT STREET	34	34	0	0	34
SHORT STREET (CAVERSHAM)	2	2	0	0	2
SIDMOUTH STREET	180	180	0	0	180
SILCHESTER ROAD	0	0	0	0	0
SILVER STREET	7	7	0	3	4
SMALLMEAD ROAD	1	1	0	0	1
SOMERSTOWN COURT	9	9	0	0	9
SOUTH OAK WAY	0	0	0	0	0
SOUTH READING CAR PARK	0	0	0	0	0
SOUTH STREET (CAVERSHAM)	28	28	0	0	28
SOUTH STREET (READING)	689	689	0	0	689
SOUTH VIEW AVENUE	6	6	0	2	4
SOUTHAMPTON STREET	31	31	0	11	20
SOUTHCOTE LANE	3	3	0	3	0
SOUTHCOTE ROAD	1	1	0	0	1
SOUTHDOWN ROAD	0	0	0	0	0
SPENCER ROAD	0	0	0	0	0
SPEY ROAD	0	0	0	0	0
SPRING GARDENS	25	25	0	0	25
SPRING GROVE	6	6	0	0	6
ST ANNES ROAD	2	2	0	0	2
ST BARNABAS ROAD	0	0	0	0	0
ST BARTHOLOMEWS ROAD	140	140	0	0	140
ST EDWARDS ROAD	29	29	0	0	29
ST GEORGES ROAD	28	28	0	0	28
ST GEORGES TERRACE	10	10	0	0	10
ST GILES CLOSE	55	55	0	0	55
ST JOHNS HILL	34	34	0	0	34
ST JOHNS ROAD (CAVERSHAM)	1	1	0	0	1
ST JOHNS ROAD (READING)	25	25	0	0	25

PENALTY CHARGE NOTICES (PCN) ISSUED BY STREET					
LOCATION	TOTAL PCN ISSUED	TOTAL ON-STREET	TOTAL OFF-STREET	POSTAL ISSUE - APPROVED DEVICE - ON STREET	DIRECT ISSUE - ON STREET
ST JOHNS STREET	48	48	0	0	48
ST MARY BUTTS (VICARAGE SITE LOADING AREA)	0	0	0	0	0
ST MARYS BUTTS	320	320	0	1	319
ST MICHAELS ROAD	16	16	0	0	16
ST PAUL COURT SERVICE ROAD	4	4	0	0	4
ST PETERS AVENUE	0	0	0	0	0
ST PETERS ROAD	73	73	0	11	62
ST RONANS ROAD	8	8	0	0	8
ST SAVIOURS ROAD	0	0	0	0	0
ST SAVIOURS TERRACE	0	0	0	0	0
STANLEY GROVE	42	42	0	0	42
STANLEY STREET	100	100	0	0	100
STANSHAW ROAD	204	204	0	4	200
STAR LANE	0	0	0	0	0
STAR ROAD	1	1	0	0	1
STATION APPROACH	7	7	0	0	7
STATION HILL	1	1	0	0	1
STATION ROAD	26	26	0	19	7
SUFFOLK ROAD	5	5	0	0	5
SUN STREET	6	6	0	0	6
SURLEY ROW	2	2	0	2	0
SURREY ROAD	102	102	0	0	102
SWAINSTONE ROAD	4	4	0	0	4
SWANSEA ROAD	112	112	0	8	104
SYCAMORE ROAD	0	0	0	0	0
TAFF WAY	0	0	0	0	0
TALFOURD AVENUE	0	0	0	0	0
TAMARISK AVENUE	0	0	0	0	0
TAVISTOCK ROAD	0	0	0	0	0

PENALTY CHARGE NOTICES (PCN) ISSUED BY STREET					
LOCATION	TOTAL PCN ISSUED	TOTAL ON-STREET	TOTAL OFF-STREET	POSTAL ISSUE - APPROVED DEVICE - ON STREET	DIRECT ISSUE - ON STREET
TAYLOR COURT (TILEHURST ROAD)	0	0	0	0	0
TEMPLE PLACE	104	104	0	0	104
TESSA ROAD	6	6	0	0	6
THAMES AVENUE	65	65	0	0	65
THAMES SIDE PROMENADE	14	14	0	0	14
THAMES SIDE PROMENADE CAR PARK	126	0	126	0	0
THIRLMERE AVENUE	12	12	0	0	12
THORN LANE	3	3	0	0	3
THORN STREET	337	337	0	0	337
THORN WALK	1	1	0	0	1
TILEHURST ROAD	14	14	0	3	11
TOFRECK TERRACE	5	5	0	0	5
TOKERS GREEN LANE	0	0	0	0	0
TRAFFORD ROAD	6	6	0	0	6
TRIANGLE THE	9	9	0	0	9
TRINITY PLACE	22	22	0	0	22
TUDOR ROAD	6	6	0	0	6
TUNS HILL COTTAGES	18	18	0	0	18
UPAVON DRIVE	0	0	0	0	0
UPLANDS ROAD	0	0	0	0	0
UPPER CROWN STREET	45	45	0	0	45
UPPER REDLANDS ROAD	42	42	0	0	42
UPTON ROAD	0	0	0	0	0
USK ROAD	17	17	0	17	0
VACHEL ROAD	731	731	0	0	731
VALENTIA CLOSE	0	0	0	0	0
VALENTIA ROAD	65	65	0	0	65
VALPY STREET	648	648	0	0	648
VASTEREN ROAD	169	169	0	0	169

PENALTY CHARGE NOTICES (PCN) ISSUED BY STREET					
LOCATION	TOTAL PCN ISSUED	TOTAL ON-STREET	TOTAL OFF-STREET	POSTAL ISSUE - APPROVED DEVICE - ON STREET	DIRECT ISSUE - ON STREET
VASTERN ROAD (SERVICE ROAD)	10	10	0	0	10
VICARAGE ROAD	17	17	0	13	4
VICTORIA ROAD (READING)	2	2	0	0	2
VICTORIA ROAD (TILEHURST)	1	1	0	0	1
VICTORIA STREET	12	12	0	0	12
WALDECK STREET	4	4	0	0	4
WALNUT WAY	9	9	0	6	3
WANTAGE ROAD	183	183	0	0	183
WARWICK ROAD	0	0	0	0	0
WASHINGTON ROAD	58	58	0	51	7
WATER ROAD	0	0	0	0	0
WATERLOO ROAD	7	7	0	0	7
WATLINGTON STREET	340	340	0	0	340
WAVERLEY ROAD	23	23	0	0	23
WAYLEN STREET	638	638	0	192	446
WEALD RISE	0	0	0	0	0
WELDALE STREET	84	84	0	0	84
WENSLEY ROAD	2	2	0	0	2
WEST HILL	8	8	0	0	8
WEST STREET	388	388	0	0	388
WESTBOURNE TERRACE	35	35	0	0	35
WESTCOTE ROAD	0	0	0	0	0
WESTERN ELMS AVENUE	80	80	0	0	80
WESTERN ROAD	4	4	0	0	4
WESTFIELD ROAD	73	73	0	0	73
WESTWOOD ROAD	15	15	0	0	15
WETHERBY CLOSE	0	0	0	0	0
WHITEKNIGHTS ROAD	0	0	0	0	0
WHITLEY PARK LANE	7	7	0	0	7
WHITLEY STREET	80	80	0	4	76

PENALTY CHARGE NOTICES (PCN) ISSUED BY STREET					
LOCATION	TOTAL PCN ISSUED	TOTAL ON-STREET	TOTAL OFF-STREET	POSTAL ISSUE - APPROVED DEVICE - ON STREET	DIRECT ISSUE - ON STREET
WHITLEY WOOD LANE	0	0	0	0	0
WHITLEY WOOD ROAD	1	1	0	0	1
WIGMORE LANE	1	1	0	0	1
WILLIAM STREET	89	89	0	0	89
WILLOW GARDENS	0	0	0	0	0
WILLOW STREET	1	1	0	0	1
WILSON ROAD	101	101	0	0	101
WILTON ROAD	101	101	0	0	101
WINCHESTER ROAD	100	100	0	0	100
WINGROVE ROAD	0	0	0	0	0
WINTON ROAD	0	0	0	0	0
WOKINGHAM ROAD	139	139	0	58	81
WOLSELEY STREET	82	82	0	0	82
WOLSEY ROAD	43	43	0	0	43
WOOD GREEN CLOSE	1	1	0	0	1
WOODCOTE WAY	0	0	0	0	0
WOODSTOCK STREET	6	6	0	0	6
WYKEHAM ROAD	15	15	0	0	15
YIELD HALL LANE	1	1	0	0	1
YIELD HALL PLACE	0	0	0	0	0
YORK ROAD	189	189	0	2	187
ZINZAN STREET	588	588	0	26	562

Appendix A - Parking Penalty Charge Notices - By Contravention

Notes:

“Direct Issue - On Street” means tickets issued by a Civil Enforcement Officer direct to the vehicle whilst parked on the Public Highway.

“Postal Issue - Approved Device - On Street” means tickets issued from the enforcement vehicle, whereby the PCN is posted to the DVLA registered keeper.

“Direct Issue - Off Street” means tickets issued by a Civil Enforcement Officer direct to the vehicle whilst parked in a Council Owned car park.

PENALTY CHARGE NOTICES ISSUED BY CONTRAVENTION					
CONTRAVENTION CODE	TOTAL ISSUED 2013/2014	PERCENTAGE	DIRECT ISSUE - ON STREET	POSTAL ISSUE - APPROVED DEVICE - ON STREET	DIRECT ISSUE - OFF STREET
HIGHER LEVEL (ON STREET)					
PARKED IN A RESTRICTED STREET DURING PRESCRIBED HOURS	4,881	11.08%	4,881	0	0
PARKED OR LOADING/UNLOADING IN A RESTRICTED STREET WHERE WAITING AND LOADING/UNLOADING RESTRICTIONS ARE IN FORCE	5,343	12.13%	733	4,610	0
PARKED IN A RESIDENTS' OR SHARED USE PARKING PLACE OR ZONE WITHOUT CLEARLY DISPLAYING EITHER A PERMIT OR VOUCHER OR PAY AND DISPLAY TICKET ISSUED FOR THAT PLACE	8,412	19.10%	8,412	0	0
PARKED IN A PERMIT SPACE WITHOUT DISPLAYING A VALID PERMIT	7,364	16.72%	7,364	0	0
PARKED IN A LOADING GAP MARKED BY A YELLOW LINE	0	0.00%	0	0	0
PARKED IN A SUSPENDED BAY OR SPACE OR PART OF BAY OR SPACE	177	0.40%	175	2	0
PARKED IN A PARKING PLACE OR AREA NOT DESIGNATED FOR THAT CLASS OF VEHICLE	192	0.44%	192	0	0

PENALTY CHARGE NOTICES ISSUED BY CONTRAVENTION					
CONTRAVENTION CODE	TOTAL ISSUED 2012/2013	PERCENTAGE	DIRECT ISSUE - ON STREET	POSTAL ISSUE - APPROVED DEVICE - ON STREET	DIRECT ISSUE - OFF STREET
PARKED IN A LOADING PLACE DURING RESTRICTED HOURS WITHOUT LOADING	592	1.34%	592	0	0
PARKED IN A SPECIAL ENFORCEMENT AREA MORE THAN 50 CM† FROM THE EDGE OF THE CARRIAGEWAY AND NOT WITHIN A DESIGNATED PARKING PLACE	25	0.06%	25	0	0
PARKED IN A SPECIAL ENFORCEMENT AREA ADJACENT TO A DROPPED FOOTWAY	2	0.005%	2	0	0
PARKED IN A DESIGNATED DISABLED PERSON'S PARKING PLACE WITHOUT DISPLAYING A VALID DISABLED PERSON'S BADGE IN THE PRESCRIBED MANNER	1,374	3.12%	1,374	0	0
PARKED IN A PARKING PLACE DESIGNATED FOR POLICE VEHICLES	30	0.07%	30	0	0
PARKED ON A TAXI RANK	58	0.13%	31	27	0
STOPPED WHERE PROHIBITED (ON A RED ROUTE OR CLEARWAY)	19	0.04%	19	0	0
STOPPED ON A RESTRICTED BUS STOP OR STAND	189	0.43%	54	135	0
STOPPED IN A RESTRICTED AREA OUTSIDE A SCHOOL WHEN PROHIBITED	359	0.81%	68	291	0
PARKED WITH ONE OR MORE WHEELS ON OR OVER A FOOTPATH OR ANY PART OF A ROAD OTHER THAN A CARRIAGEWAY.	44	0.10%	44	0	0
STOPPED ON A PEDESTRIAN CROSSING OR CROSSING AREA MARKED BY ZIGZAGS	109	0.25%	14	95	0
LOWER LEVEL (ON-STREET)					
PARKED AFTER THE EXPIRY OF PAID FOR TIME	2,373	5.39%	2,373	0	0

PENALTY CHARGE NOTICES ISSUED BY CONTRAVENTION					
CONTRAVENTION CODE	TOTAL ISSUED 2012/2013	PERCENTAGE	DIRECT ISSUE - ON STREET	POSTAL ISSUE - APPROVED DEVICE - ON STREET	DIRECT ISSUE - OFF STREET
PARKED WITHOUT CLEARLY DISPLAYING A VALID PAY & DISPLAY TICKET OR VOUCHER	3,538	8.03%	3,538	0	0
PARKED WITH PAYMENT MADE TO EXTEND THE STAY BEYOND INITIAL TIME	2	0.005%	2	0	0
PARKED IN A RESIDENTS' OR SHARED USE PARKING PLACE OR ZONE DISPLAYING AN INVALID PERMIT, AN INVALID VOUCHER OR AN INVALID PAY & DISPLAY TICKET	2,929	6.65%	2,929	0	0
RE-PARKED IN THE SAME PARKING PLACE OR ZONE WITHIN ONE HOUR* OF LEAVING	52	0.12%	52	0	0
NOT PARKED CORRECTLY WITHIN THE MARKINGS OF THE BAY OR SPACE	213	0.48%	213	0	0
PARKED FOR LONGER THAN PERMITTED	3,835	8.71%	3,835	0	0
HIGHER LEVEL (OFF-STREET (CAR PARKS))					
PARKED IN A LOADING AREA DURING RESTRICTED HOURS WITHOUT REASONABLE EXCUSE	0	0.00%	0	0	0
PARKED IN A RESTRICTED AREA IN A CAR PARK	88	0.20%	0	0	88
PARKED IN A PERMIT BAY WITHOUT CLEARLY DISPLAYING A VALID PERMIT	38	0.09%	0	0	38

PENALTY CHARGE NOTICES ISSUED BY CONTRAVENTION					
CONTRAVENTION CODE	TOTAL ISSUED 2012/2013	PERCENTAGE	DIRECT ISSUE - ON STREET	POSTAL ISSUE - APPROVED DEVICE - ON STREET	DIRECT ISSUE - OFF STREET
PARKED IN A DESIGNATED DISABLED PERSON'S PARKING PLACE WITHOUT DISPLAYING A VALID DISABLED PERSON'S BADGE IN THE PRESCRIBED MANNER	123	0.28%	0	0	123
PARKED IN A CAR PARK OR AREA NOT DESIGNATED FOR THAT CLASS OF VEHICLE	2	0.005%	0	0	2
LOWER LEVEL (OFF-STREET (CAR PARKS))					
PARKED AFTER THE EXPIRY OF PAID FOR TIME	277	0.63%	0	0	277
PARKED IN A CAR PARK WITHOUT CLEARLY DISPLAYING A VALID PAY & DISPLAY TICKET OR VOUCHER OR PARKING CLOCK	1,147	2.60%	0	0	1,147
PARKED WITH ADDITIONAL PAYMENT MADE TO EXTEND THE STAY BEYOND TIME FIRST PURCHASED	0	0.00%	0	0	0
PARKED BEYOND THE BAY MARKINGS	203	0.46%	0	0	203
RE-PARKED WITHIN ONE HOUR* OF LEAVING A BAY OR SPACE IN A CAR PARK	0	0.00%	0	0	0

Appendix B - Bus Lane Penalty Charge Notices - By Street

PENALTY CHARGE NOTICES ISSUED BY LOCATION	2013/2014	PERCENTAGE
A329 WOKINGHAM ROAD	2,383	2.3%
ACCESS ROAD (NORTHBOUND)	511	0.5%
ACCESS ROAD (SOUTHBOUND)	674	0.7%
BASINGSTOKE ROAD	0	0.0%
BASINGSTOKE ROAD (SOUTHBOUND)	9,641	9.4%
BATH ROAD	2,002	2.0%
BLAGRAVE STREET (EAST TO WEST SECTION)	10,021	9.8%
BRIDGE STREET	0	0.0%
FRIAR STREET (EAST BOUND)	8,470	8.3%
FRIAR STREET (WEST BOUND)	9,398	9.2%
GUN STREET	0	0.0%
HEMDEAN ROAD	4,832	4.7%
KING'S ROAD	867	0.8%
LONDON STREET (NORTHERN SECTION)	12,066	11.8%
LONDON STREET (SOUTH)	0	0.0%
MINSTER STREET (WESTBOUND)	9,228	9.0%
NORCOT ROAD (EAST BOUND)	1,038	1.0%
OXFORD ROAD	3,614	3.5%
SOUTHCOTE LANE	2,644	2.6%
ST MARYS BUTTS (NORTHBOUND)	7,420	7.2%
STANSHAW ROAD	6,903	6.7%
THE FORBURY	2,392	2.3%
VASTERN ROAD (EAST SIDE SOUTHBOUND)	5,273	5.1%
VASTERN ROAD (NORTHSIDE 1)	450	0.4%
VASTERN ROAD (NORTHSIDE 2)	1,662	1.6%
VASTERN ROAD (WEST SIDE NORTHBOUND)	1,170	1.1%
WEST STREET	0	0.0%

Appendix B - Bus Lane Penalty Charge Notices - Comparison

PENALTY CHARGE NOTICES ISSUED BY LOCATION	2012/ 2013	2013/ 2014	CHANGE PREVIOUS YEAR
A329 WOKINGHAM ROAD*	190	2,383	NEW UNATTENDED CAMERA
ACCESS ROAD (NORTHBOUND)	N/A	511	N/A
ACCESS ROAD (SOUTHBOUND)	N/A	674	N/A
BASINGSTOKE ROAD	7	0	-100%
BASINGSTOKE ROAD (SOUTHBOUND)	13,090	9,641	-26%
BATH ROAD	N/A	2,002	N/A
BLAGRAVE STREET (EAST TO WEST SECTION)	8,085	10,021	24%
BRIDGE STREET	11	0	-100%
FRIAR STREET (EAST BOUND)	9,400	8,470	-10%
FRIAR STREET (WEST BOUND)	8,681	9,398	8%
GUN STREET	1	0	-100%
HEMDEAN ROAD**	1,368	4,832	253%
KING'S ROAD*	4	867	NEW UNATTENDED CAMERA
LONDON STREET (NORTHERN SECTION)*	462	12,066	NEW UNATTENDED CAMERA
LONDON STREET (SOUTH)	0	0	N/A
MINSTER STREET (WESTBOUND)	12,020	9,228	-23%
NORCOT ROAD (EAST BOUND)	2,174	1,038	-52%
OXFORD ROAD*	106	3,614	NEW UNATTENDED CAMERA
SOUTHCOTE LANE	1,879	2,644	41%
ST MARYS BUTTS (NORTHBOUND)	7,368	7,420	1%
STANSHAW ROAD	5,237	6,903	32%
STATION APPROACH (EAST TO WEST) ***	2	0	-100%
STATION APPROACH (WEST TO EAST) ***	2	0	-100%
THE FORBURY*	1,319	2,392	NEW UNATTENDED CAMERA
VASTERN ROAD (EAST SIDE SOUTHBOUND)	N/A	5,273	N/A
VASTERN ROAD (NORTHSIDE 1)	N/A	450	N/A
VASTERN ROAD (NORTHSIDE 2)	N/A	1,662	N/A
VASTERN ROAD (WEST SIDE NORTHBOUND)	N/A	1,170	N/A
WEST STREET	0	0	N/A

* NEW UNATTENDED CAMERAS INSTALLED IN 2013/2014

**HEMDEAN ROAD CAMERA INSTALLED PART WAY THROUGH 2012/2013

*** BUS LANES REMOVED