

# Parking Services Annual Report

2011/2012



**Reading**  
Borough Council

Working better with you

## Foreword - Councillor Page

Welcome to Reading Borough Council's fourth Parking Services Annual Report, which summarises the parking and traffic enforcement conducted by the Council in 2011/2012, and provides details of activities, enforcement and related financial information.

The Reading area is a key economic driver in the Thames Valley and wider South-East. The UK economy relies on such areas of success, perhaps now more than ever before, to sustain a robust level of economic activity. The recent economic downturn continues to present a considerable challenge to providers of parking services - the demand for products and services directly affects parking demand and the sensitivity of the respective communities to parking prices.

Businesses in the Reading 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. Over the next few years, through the Local Sustainable Transport Fund (LSTF) grants that Reading and its partners have received, we plan 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 by 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, high contravention areas and areas of high public demand.

We seek to enforce the various parking restrictions across the town in a fair and reasonable manner, and continual care is taken 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 2011/2012 financial year and explains how the service is managed and aims to develop an understanding and acceptance of such enforcement activity.

Cllr Page

Lead Member for Regeneration, Transport & Planning  
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 2011/2012 financial year and explains how the service is managed and aims to develop an understanding and acceptance of such enforcement activity.

The 2011/2012 is structured as follows:

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- Chapter 3 - Parking Enforcement (Page 5);
- Chapter 4 - Bus Lane Enforcement (Page 9);
- Chapter 5 - Challenges, Representations and Appeals (Page 12);
- Chapter 6 - How to Park (Page 15);
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- Chapter 9 - Signs and Lines Maintenance (Page 25);
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- Chapter 14 - Key Contacts and More Information (Page 32);
- Appendix A - Parking Penalty Charge Notices (Page 33); and
- Appendix B - Bus Lane Penalty Charge Notices (Page 53).

## Chapter 2 - Policy Context

The Road Traffic Act 1991 introduced powers for Local Authorities to enforce on street parking and waiting restrictions under the term ‘Decriminalised Parking Enforcement’. Reading Borough Council introduced a Special Parking Area in 2000 under this legislation. This transfers responsibility for enforcement of non-endorseable parking contraventions from Thames Valley Police to the Local Authority. The Traffic Management Act 2004 replaced The Road Traffic Act 1991 in 2008 and extended these powers to include the enforcement of 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 term contractor. Each officer receives specific training resulting in two qualifications which are:

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

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 (sometimes including photographs) is gathered and recorded.

Reading Borough Council Parking Services currently enforce on-street parking restrictions, off-street Council car parks and on-street resident parking schemes. The Council's car parks contain a number of designated disabled parking bays, with an on-street provision for Blue Badge holders in the form of disabled parking bays.

The Parking Services team at Reading Borough Council have completed the City and Guilds Notice Processing - QCT 1916. This new 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**

The following process applies where the Civil Enforcement Officer has directly issued the Penalty Charge Notice to the vehicle or handed to the driver. If the Penalty Charge Notice is issued by post this effectively become the Notice to Owner (see below). 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. In 2011/2012, the Reading Borough Council Parking Services team did not issue any Penalty Charge Notices for a parking contravention by an approved device.

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.

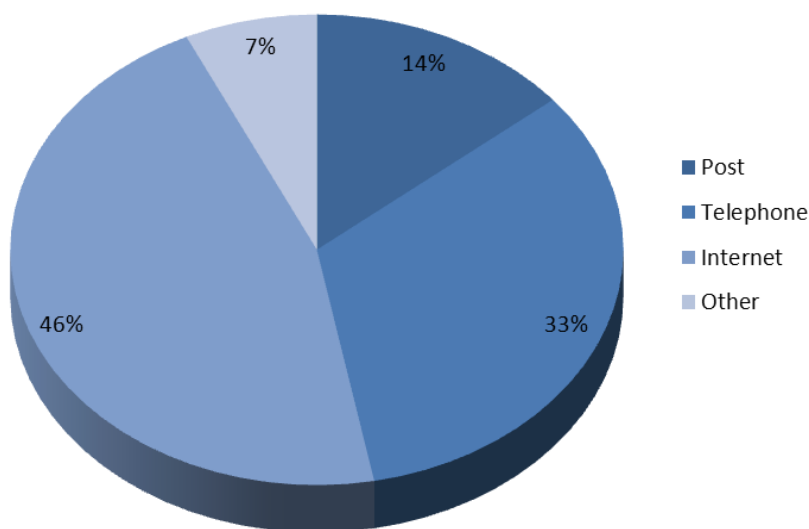


- After 14 days of the date of issue of the Charge Certificate
  - If the Charge Certificate is not paid within 14 days, the debt may be registered at the Traffic Enforcement Centre and a registration fee of £7.00 will be added to the charge (£112/£82). An Order for Recovery will be sent to the registered 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.

**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 bailiff.



The table below shows the number of Penalty Charge Notices issued for 2011/2012<sup>1</sup>. A copy of Penalty Charge Notices issued by ward, street and contravention code is provided in Appendix A.

Penalty Charge Notice Issued	2011/2012	Percentage
Total Penalty Charge Notices Issued	44,651	
Number of higher level Penalty Charge Notices issued	27,620	62%
Number of lower level Penalty Charge Notices	17,030	38%
Number of Penalty Charge Notices with no charge level e.g. warning notice	1	
Number of Penalty Charge Notices paid	33,263	74%
Number of Penalty Charge Notices paid at discount	26,689	60%
Number of Applications registered at TEC (dated 01/10/2012)	9,002	20%
Number of Penalty Charge Notices against which a formal or informal representation was made	3,238	7%
Number of Penalty Charge Notices cancelled as a result of a formal or informal representation	1,223	3%
Number of Penalty Charge Notices written off for other reasons	1,317	3%

### **Further Information**

Further information can be found in 'Parking Penalties and Enforcement' section of the <http://www.reading-travelinfo.co.uk> website.

This includes information on the following:

- 'I've got a Parking Ticket - what happens now?';
- 'How do I pay for my Parking Ticket?';
- 'What are the reasons for getting a parking ticket?';
- 'I've received a Notice to Owner - what happens next?';
- 'What Happens if I Do Nothing'; and
- 'I want to make informal representations challenging a ticket'.

<sup>1</sup> Please note that this data is constantly changing and the data provided is that recorded on 1<sup>st</sup> October 2012.



## 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 CCTV camera 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.

### Transport Act 2000 Statutory Process

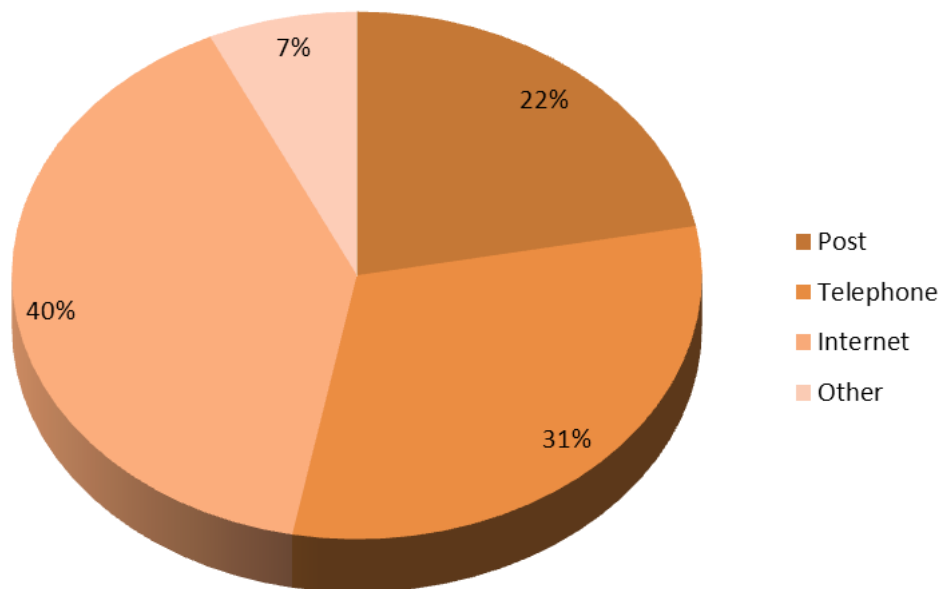
Please refer to Chapter 5 for information about challenges, representations and appeals.

- 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 bailiff.



The table below shows the number of Penalty Charge Notices issued for entering bus lanes in 2011/2012<sup>2</sup>. A copy of Penalty Charge Notices issued by street for entering bus lanes is provided in Appendix B.

Penalty Charge Notice Issued	2011/2012	Percentage
Total Penalty Charge Notices Issued (including re-issued Penalty Charge Notices e.g. new keeper)	101,898	
Total Penalty Charge Notice Contraventions recorded	96,551	
Number of Penalty Charge Notices paid	78,706	82%
Number of Penalty Charge Notices paid at discount	71,374	74%
Number of Penalty Charge Notices against which a formal representation was made	16,182	17%
Number of Penalty Charge Notices cancelled as a result of a formal representation	6,242	6%
Number of Penalty Charge Notices written off for other reasons	1,050	1%

### **Further Information**

Further information on bus lanes, their enforcement, Penalty Charge Notices and representation against Penalty Charge Notices can be found in the 'Bus Lane Enforcement' section of the <http://www.reading-travelinfo.co.uk> website.

<sup>2</sup> Please note that this data is constantly changing and the data provided is that recorded on 27<sup>th</sup> November 2012.

## 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 2011/2012<sup>3</sup>.

2011/2012	Informal Challenges	Incoming Parking Representations	Incoming Bus Lane Representations	Total
April	593	157	382	1,132
May	593	208	1,354	2,155
June	603	195	2,494	3,292
July	468	193	2,007	2,668
August	555	307	1,585	2,447
September	725	333	1,472	2,530
October	651	277	1,207	2,135
November	719	326	1,235	2,280
December	654	289	545	1,488
January	634	370	1,558	2,562
February	500	294	1,145	1,939
March	278	329	1,198	1,805
<b>Total</b>	<b>6,973</b>	<b>3,278</b>	<b>16,182</b>	<b>26,433</b>

### 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

<sup>3</sup> Please note that this data is that recorded on 27<sup>th</sup> November 2012. This data includes PCNs that have made multiple challenges and/or representations

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 adjudicators<sup>4</sup>.

2011/2012	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	44,651			96,551		
Total Appeals Received	289	0.65%		590	0.61%	
Dismissed by Adjudicator	60	0.13%	20.76%	146	0.15%	24.75%
Allowed by Adjudicator	42	0.09%	14.53%	50	0.05%	8.47%
Not Contested by Council	167	0.37%	57.79%	377	0.39%	63.90%
Consent Order	18	0.04%	6.23%	14	0.01%	2.37%
Awaiting decision inc. other	2	0.00%	0.69%	3	0.00%	0.51%

### **Further Information**

Further information on how to submit an appeal and detail on appeals can be found in 'Parking Penalties and Enforcement' section of the <http://www.reading-travelinfo.co.uk> website.

This includes information on the following:

'I want to make informal representations challenging a ticket'; and

'My representations have been rejected and I've received a Notice of Rejection'.

<sup>4</sup> Please note that this data is constantly changing and the data provided is that recorded on 27<sup>th</sup> November 2012.

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



## 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.

## Permit Bays and Shared Use Bays



Reading has a number of different parking permits which are available across the town (see Chapter 7). Households 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 previous 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. At all times the bays can be used by 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 has been 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. There are currently three main types of permit 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.

Most permits are valid for 12 months and from April 2012, Resident, Visitor and Business parking permits are eligible to be renewed online without the requirement to re-apply and provide evidence. The permit holders are able to go to the Reading Borough Council website and renew online before the permit expires.

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 have been 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 £60. It is down to the discretion of the home owner as to what name goes on which permit. When applying for a permit, proof of residence and proof of car ownership will be required to be sent with the application.

A maximum of two permits are available to be issued to households with non-UK registered vehicles. To comply, the same conditions as mentioned above must be met and the household must not have 2 permits issued already. A non-UK

registered vehicle permit is only valid for 6 months as by law a vehicle operating for longer than 6 months must register with the UK Driver and Vehicle Licensing Authority (DVLA). When applying for a non-UK permit, proof of address and vehicle ownership is required. The cost of a non-UK permit is £300, and the application must be made by post.

### **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 book are free and a further five books are available at a cost of £20 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 £20 per book.

### **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 type<sup>5</sup> and the permits zones and the number of permits<sup>6</sup> on issue

Permit Type	Total issued in 2011/2012
Business	40
Business Discretionary	8
Charity (free and charged)	41
Carer	195
Doctor	52
Health Care Professional	440
Resident Discretionary (free and charged)	94
Resident - Free Permits	7,010
Resident - Second Permit	1,322
Non-UK Registered Vehicle Permits	3
Nanny	0
Teacher	25
Tradesperson - Annual	102
Tradesperson - Daily	136
Temporary Permits	3,012
Visitor Books - Free	12,902
Visitor Books - Charged	2,690
Visitor Business	49
Visitor Discretionary	149
<b>Total</b>	<b>28,270</b>

<sup>5</sup> Please note that this data is that recorded on 22<sup>nd</sup> November 2012.

<sup>6</sup> Please note that this data is constantly changing and the data provided is that recorded on 2<sup>nd</sup> April 2012.

Permit Zone	Approx. Spaces on street	Resident Permits	Resident Discretionary	Business Permits	Business Discretionary	Carer Permits	Charity Permits	Total Permits	Capacity
01R	539	530	11	3	0	16	0	560	104%
02R	180	220	5	0	0	5	0	230	128%
03R	537	489	5	0	0	23	0	517	96%
04R	99	60	5	1	0	3	0	69	70%
05R	547	472	5	4	15	15	7	518	95%
06R	534	531	0	4	0	3	4	542	101%
07R	1,526	1,294	5	4	11	24	1	1,339	88%
08R	775	689	12	7	2	21	12	743	96%
09R	462	422	0	1	0	14	0	437	95%
10R	1,194	1,160	22	3	0	27	3	1,215	102%
11R	348	453	3	7	1	3	0	467	134%
12R	593	423	7	0	0	13	1	444	75%
13R	230	238	0	0	0	7	0	245	107%
14R	184	156	3	0	0	1	0	160	87%
B4	6	2	0	0	0	0	0	2	33%
B5	5	3	0	0	0	0	0	3	60%
B6	6	4	0	0	0	0	0	4	67%
C4	18	6	0	0	0	0	1	7	39%
W1	20	18	0	0	0	0	0	18	90%
Z1	25	17	0	0	0	0	0	17	68%
<b>Total</b>	<b>7,828</b>							<b>7,537</b>	<b>96%</b>



### **Further Information**

Further information on how to obtain parking permits can be found in 'Parking Residents' Permit Parking' section of the <http://www.reading-travelinfo.co.uk> website.

This includes information on the following:

'Applying for your parking' - 'Residents Permits';

'Applying for your parking' - 'Business Permits';

'Visitor permits'; and

'Temporary permits'.

## 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 and is estimated to have cost £14.3 million nationally last year. 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 1<sup>st</sup> 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 have 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.

To apply for a Blue Badge an applicant must complete a Blue Badge form. This can be found on [www.reading.gov.uk](http://www.reading.gov.uk) and visiting the 'Disabled Parking Badge' section. After following the 'weblink' the application form can be found in the Attachments section of the following page. The council will then reply to the applicant with regards to whether they are required to complete an assessment. A new style Blue Badge is valid for 3 years.

Each Blue Badge will cost £5.52 (inc VAT) plus additional costs incurred in managing the scheme. Reading Borough Council Cabinet have been recommended to cover the scheme managing costs internally, however the cost of the badge (£5.52) will be passed on to the user.

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 can not 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 2011/2012 and total on issue as of 31<sup>st</sup> March 2012.

Blue Badge Allocation	Issued in 2011/2012	On issue as of 31st March 2012
Number of Blue Badges for those on higher rate of Disability Living Allowance	563	1392
Number of Blue Badges for those on War Pensioner's Mobility Supplement	5	10
Number of Blue Badges for Tariffs 1-8 of Armed Forces and Reserve Forces Compensation scheme	0	0
Number of Blue Badges for those who are registered blind	62	162
Number of Blue Badges for motorists with very severe upper limb disabilities	0	0
Number of Blue Badges for people who are unable or are virtually unable to walk	1454	3422
Number of Blue Badges for children under the age of three who are dependent upon bulky medical equipment	2	6
Total number of Blue Badges on issue to organisations	54	197
Total number of valid Blue Badges	2,140	5,189
Total number of organisations that hold Badges at 31 March 2012	-	67

### **Blue Badge Fraud and Enforcement**

The Corporate Investigation Team has worked jointly with the Reading Borough Council Parking Services, the Civil Enforcement Officers and the Police, with some very positive results. Currently only the Police have powers to confiscate any Blue Badges which are on display that has been reported lost or stolen or where the person to whom the badge was issued has deceased. Working in partnership with all these agencies, the Corporate Investigations Team successfully led operation "Peregrine". This operation ran over two consecutive days and focused mainly on the issues of lost or stolen badges. From this operation four badges were returned back to the Reading Borough Council (two of these were expired and the holders had not submitted applications for renewal, one was being used by a person other than the badge holder and one was a stolen badge). The findings from this initial operation resulted in a resource being in place within the Corporate Investigations Team to look at the problem across the Local Authority.

In 2011/2012, a total of 30 cases have been further investigated and have resulted in a further 14 badges being recovered either through misuse or fraud. There are two cases which are subject to criminal prosecution.

All Civil Enforcement Officers have a link via referral directly to the Corporate Investigations Team, and will issue Penalty Charge Notices where any suspect misuse has occurred. Reading Borough Council will write to any Blue Badge holder where it can be shown that their badge has been misused and any repeated misuse could result in the badge being revoked. Any persons found in possession of or using either a reported stolen or lost badge or in possession of a badge where the holder has deceased may face criminal prosecution.

### **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.

### **Next Steps**

Moving forward, Reading Borough Council will continue our work in tackling this problem by increasing the number of employees in the fraud team so that more intelligence, fraud prevention and Blue Badge misuse can be investigated.

### **Further Information**

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

## 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
<b>Total</b>	<b>2,324</b>

### Further Information

Further information can be found in the 'Car Parks' section of the <http://www.reading-travelinfo.co.uk> website or the NCP website <http://www.ncp.co.uk/>



## Chapter 11 - Pay and Display

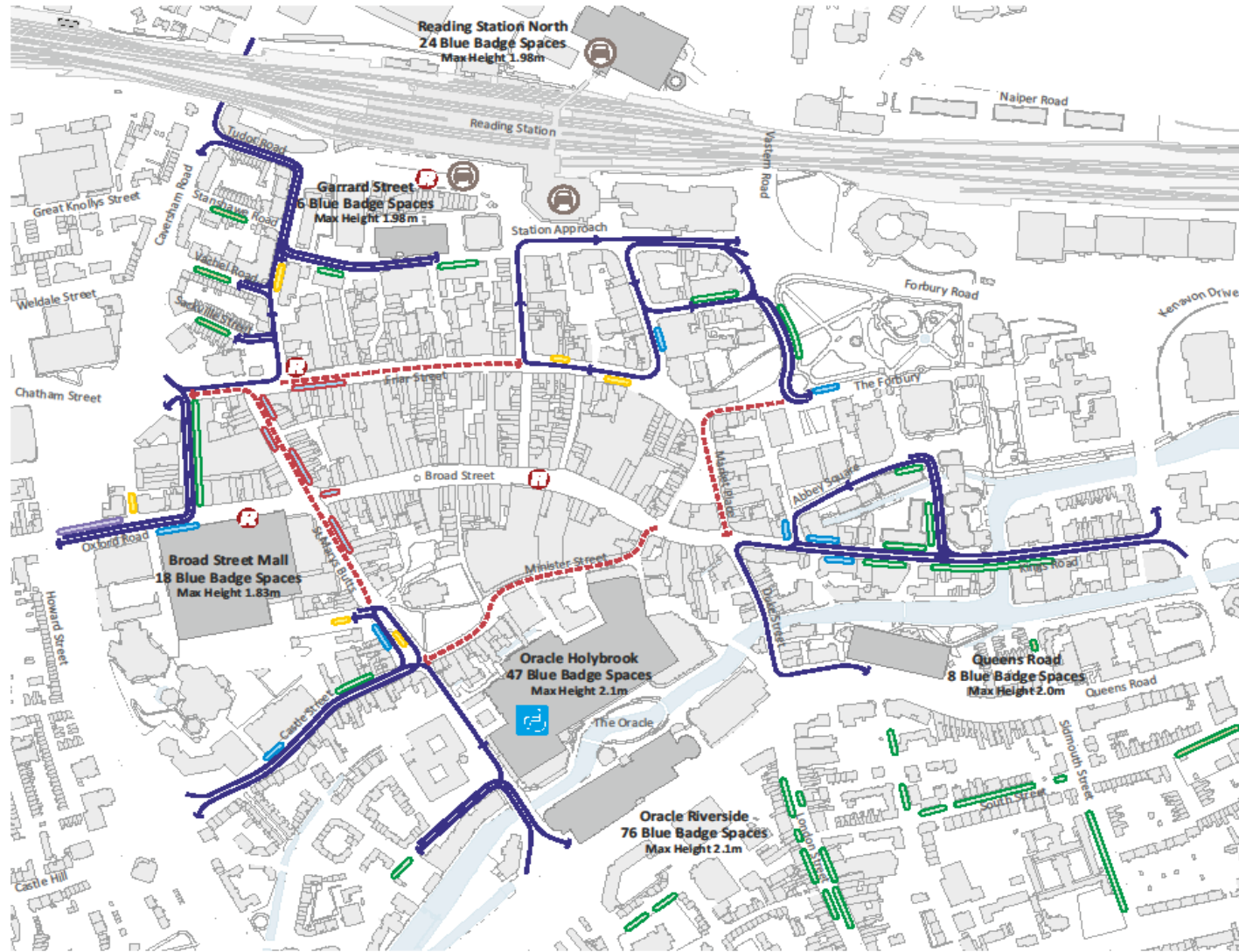
Reading Borough Council introduced on-street pay and display in October 2010, this offered alternative short-term parking for the Town Centre. Following the Town Centre Redevelopment Works associated with the Reading Station upgrade, a total of 198 pay and display bays are located across the town centre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

A map of the on-street pay and display and blue badge parking facilities provided within the town centre are shown overleaf.

# Reading Central Area : parking for Blue Badge holders

## Car Parking



- KEY**
- Vehicle access
  - Vehicle access Restriction - No access to disabled bays between 7am-11am & 4pm-7pm, 7days a week
  - On street Blue Badge parking spaces within 7am-11am & 4pm-7pm Restriction (24 Spaces available)
  - On street Pay and Display 8am - 8pm (174 Spaces available)
  - On street Pay and Display Shared Use Bays 10am - 4pm (24 Spaces available)
  - On street single yellow or double yellow lines (27 to blue badge holders)
  - On street Blue Badge parking spaces (31 Spaces available to Blue Badge holders)
  - Central Area Car Parks (179 Blue Badge spaces available)
  - On street limited waiting area (7 Spaces available to Blue Badge holders)
  - Shopmobility (0118 965 9008)
  - Readibus Stops (0118 931 0000)
  - Station drop off locations

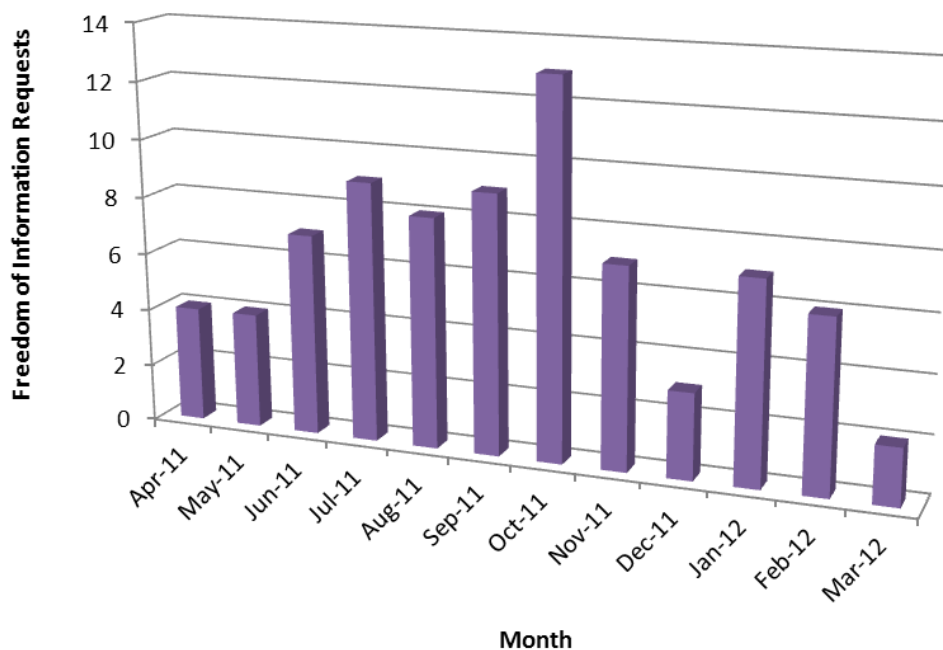
DRAFT FOR COMMENT



## 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 are 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 2011/2012<sup>7</sup>. In 2011/2012, a total of 79 Freedom of Information requests were received by the Reading Borough Council Parking Services team. There was a significant increase in the number of requests received in July to October 2011 due to the introduction of a number of new bus lanes as part of the Town Centre Redevelopment Works.



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

<sup>7</sup> Please note that this data is that recorded on 23<sup>rd</sup> November 2012.

request making it exempt. The table below shows some of the most common Freedom of Information requests received.

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 Order 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 <a href="http://www.reading-travelinfo.co.uk/bus-lane-enforcement.aspx">http://www.reading-travelinfo.co.uk/bus-lane-enforcement.aspx</a> .
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.
Penalty Charge Notices issued to addresses outside of Reading	This information is exempt under the Freedom of Information Act. The Reading Borough Council system does not report this as it is not a mandatory reporting requirement of the Department for Transport. 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.

## 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 restrictions increase over the years.

It should be noted that any surplus received is used to help fund the Readibus, concessionary bus fares and supported contract bus service provision.

The table below shows the financial information for Reading Borough Council for 2011/2012.

	Parking Penalty Charge Notices	Bus Lane Penalty Charge Notices	Resident Parking Permit	Car Parks	Pay and Display
Total Expenditure	£1,657,300	£647,200	£423,600	£2,694,700	£120,800
Total Income	£1,284,900	£2,926,700	£196,800	£3,764,100	£409,800
Net Surplus (Cost)	(£372,400)	£2,279,500	(£226,800)	£1,069,400	£289,000

## 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://secure.reading.gov.uk/parking/>

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: 0161 242 5252

Blue Badge Scheme (Department for Transport)  
Telephone: 08701 226236

Car Park Season Tickets are available by telephoning 0845 050 7080



## Appendix A – Parking Penalty Charge Notices

PENALTY CHARGE NOTICES ISSUED BY WARD		
WARD	ON-STREET	OFF-STREET
ABBEY	22,034	1,434
BATTLE	5,017	0
CAVERSHAM	1,986	1,449
CHURCH	57	0
KATESGROVE	5,574	0
KENTWOOD	48	0
MAPLEDURHAM	0	0
MINSTER	740	0
NORCOT	856	0
PARK	2,332	0
PEPPARD	28	0
REDLANDS	2,729	0
SOUTHCOTE	22	0
THAMES	49	0
TILEHURST	87	150
WHITLEY	199	0

PENALTY CHARGE NOTICES ISSUED BY STREET		
LOCATION	ON-STREET	OFF-STREET
A33	3	0
ABBEY SQUARE	98	0
ABBEY STREET	193	0
ABBOTS WALK	23	0
ABBOTSMEAD PLACE	0	0
ACRE ROAD	11	0
ADDINGTON ROAD	148	0
ADDISON ROAD	183	0
ADELAIDE ROAD	0	0
ALBANY ROAD	121	0
ALBURY CLOSE	7	0
ALDWORTH CLOSE	1	0
ALEXANDER COURT (BAKER STREET)	0	0
ALEXANDRA ROAD	49	0
ALFRED STREET	57	0
ALL HALLOWS ROAD	1	0
ALLCROFT ROAD	20	0
ALMA STREET	11	0
ALPINE STREET	302	0

PENALTY CHARGE NOTICES ISSUED BY STREET		
LOCATION	ON-STREET	OFF-STREET
AMBLECOTE ROAD	0	0
AMBROOK ROAD	0	0
AMERSHAM ROAD	0	0
AMHERST ROAD	0	0
AMITY ROAD	133	0
AMITY STREET	32	0
ANSTEY ROAD	106	0
APPLEFORD ROAD	0	0
ARCHWAY ROAD	1	0
ARDLER ROAD	1	0
ARGYLE ROAD	87	0
ARGYLE STREET	179	0
ARKWRIGHT ROAD	2	0
ARMADALE COURT	0	0
ARMOUR ROAD	0	0
ARTHUR PLACE	0	0
ASHAMPSTEAD ROAD	0	0
ASHBY COURT	1	0
ASHDENE GARDENS	1	0
ASHMERE TERRACE	1	0
ASHMORE ROAD	0	0
AUCKLAND ROAD	0	0
AUDLEY STREET	155	0
AVON PLACE	1	0
AYRTON SENNA ROAD	0	0
BAKER STREET	284	0
BARNSDALE ROAD	2	0
BARNWOOD CLOSE	52	0
BARON COURT	0	0
BARRY PLACE	9	0
BASINGSTOKE ROAD	219	0
BATH ROAD	4	0
BATTLE STREET	107	0
BATTLE STREET CAR PARK	0	0
BEDFORD ROAD	161	0
BEECHAM ROAD	68	0
BELLE VUE ROAD	21	0
BELMONT ROAD	226	0
BEMBRIDGE PLACE	0	0
BENNET ROAD	19	0
BENSON CLOSE	1	0

PENALTY CHARGE NOTICES ISSUED BY STREET		
LOCATION	ON-STREET	OFF-STREET
BENYON COURT	0	0
BERESFORD ROAD	93	0
BERKELEY AVENUE	41	0
BETAM ROAD	13	0
BISHOPS ROAD	11	0
BLAGDON ROAD	0	0
BLAGRAVE STREET	132	0
BLAKES COTTAGES	251	0
BLANDFORD ROAD	1	0
BLENHEIM GARDENS	27	0
BLENHEIM ROAD (CAVERSHAM)	2	0
BLENHEIM ROAD (READING)	12	0
BLUNDELLS ROAD	4	0
BOARDED LANE	0	0
BODY ROAD	45	0
BOSTON AVENUE	1	0
BOULT STREET	18	0
BOULTON ROAD	17	0
BOURNE AVENUE	0	0
BRACKENDALE WAY	0	0
BRAYFORD ROAD	0	0
BRIANTS AVENUE	18	0
BRIDGE STREET (CAVERSHAM)	1	0
BRIDGE STREET (READING)	10	0
BRIGHAM ROAD	121	0
BRIGHTON ROAD	10	0
BRISBANE ROAD	2	0
BRIXHAM ROAD	0	0
BROAD STREET	74	0
BROCK GARDENS	7	0
BROOK STREET WEST	41	0
BROOMFIELD ROAD	0	0
BROUGHTON CLOSE	21	0
BROWNLOW ROAD	7	0
BRUNSWICK HILL	65	0
BRUNSWICK STREET	23	0
BUCKINGHAM DRIVE	0	0
BUCKLAND ROAD	1	0
BULMERSHE ROAD	2	0
BURFORD COURT (CAROLINE STREET)	0	0
BURGHFIELD ROAD	0	0

PENALTY CHARGE NOTICES ISSUED BY STREET		
LOCATION	ON-STREET	OFF-STREET
BUTTER MARKET	3	0
BYEFIELD ROAD	2	0
CADUGAN PLACE	1	0
CALLINGTON ROAD	0	0
CAMBRIDGE STREET	131	0
CANAL WAY	5	0
CANFORD COURT	23	0
CANNON STREET	55	0
CANTERBURY ROAD	0	0
CARDIFF ROAD	77	0
CARDIGAN GARDENS	9	0
CARDIGAN ROAD	2	0
CARDINAL CLOSE	3	0
CAREY STREET	170	0
CARLISLE ROAD	3	0
CARNARVON ROAD	104	0
CAROLINE COURT	0	0
CAROLINE STREET	15	0
CASTLE CRESCENT	33	0
CASTLE HILL	15	0
CASTLE STREET	1,319	0
CASTLE STREET SERVICE ROAD	0	0
CATHERINE STREET	217	0
CATTLE MARKET CAR PARK	0	357
CAVERSHAM BRIDGE (CAVERSHAM ROAD)	0	0
CAVERSHAM ROAD	131	0
CAXTON CLOSE	0	0
CEDAR ROAD	1	0
CHAIN STREET	0	0
CHAMPION ROAD	0	0
CHAPEL HILL	0	0
CHARLES STREET	144	0
CHARNDON CLOSE	0	0
CHATHAM PLACE SERVICE ROAD	9	0
CHATHAM STREET	6	0
CHEAPSIDE	1,487	0
CHESTER STREET (CAVERSHAM)	54	0
CHESTER STREET (READING)	36	0
CHESTER STREET CAR PARK ( CAV)	0	678
CHESTERMAN STREET	166	0
CHICHESTER ROAD	1	0

<b>PENALTY CHARGE NOTICES ISSUED BY STREET</b>		
<b>LOCATION</b>	<b>ON-STREET</b>	<b>OFF-STREET</b>
CHILTERN ROAD	37	0
CHOLMELEY PLACE	11	0
CHOLMELEY ROAD	185	0
CHOLMELEY TERRACE	15	0
CHRISTCHURCH GARDENS	1	0
CHRISTCHURCH ROAD	2	0
CHURCH END LANE	0	0
CHURCH ROAD (CAVERSHAM)	55	0
CHURCH STREET (CAVERSHAM)	28	0
CHURCH STREET (READING)	23	0
CINTRA AVENUE	3	0
CIRCUIT LANE	2	0
CITY ROAD	0	0
CIVIC 'B' CAR PARK	0	387
CIVIC CENTRE SERVICE ROAD	22	0
CLARENDEN ROAD	0	0
CLENT ROAD	11	0
CLEVEDON ROAD	5	0
CLIFTON PARK ROAD	0	0
CLIFTON STREET	46	0
COCKNEY HILL	0	0
COLDICUTT STREET	44	0
COLEY AVENUE	3	0
COLEY HILL	51	0
COLEY PARK ROAD	3	0
COLEY PLACE	36	0
COLEY STREET	0	0
COLLEGE ROAD	4	0
COLLIS STREET	11	0
COMMERCIAL ROAD	57	0
CONISTON DRIVE	0	0
CONNAUGHT CLOSE	2	0
CONNAUGHT ROAD	193	0
CONSTITUTION ROAD	42	0
CORBRIDGE ROAD	0	0
CORINNE CLOSE	0	0
CORK STREET	0	0
CORONATION SQUARE	0	0
CORWEN ROAD	4	0
COVENTRY ROAD	11	0
COW LANE	0	0

PENALTY CHARGE NOTICES ISSUED BY STREET		
LOCATION	ON-STREET	OFF-STREET
CRADOCK ROAD	15	0
CRAIG AVENUE	97	0
CRANBURY ROAD	118	0
CRANE WHARF	2	0
CRAVEN ROAD	38	0
CREMYLL ROAD	3	0
CRESCENT ROAD	1	0
CRESSINGHAM ROAD	0	0
CROMWELL ROAD	54	0
CROSS STREET	4	0
CROSSLAND ROAD	24	0
CROWN PLACE	10	0
CROWN STREET	6	0
CULVER ROAD	7	0
CUMBERLAND ROAD	171	0
CURZON STREET	221	0
DALE ROAD	22	0
DARTINGTON CLOSE	0	0
DARWIN CLOSE	35	0
DE BEAUVOIR ROAD	148	0
DE BOHUN ROAD	0	0
DE MONTFORT ROAD	114	0
DEACON WAY	1	0
DEANSGATE ROAD	354	0
DEE ROAD	0	0
DEEPDENE CLOSE	149	0
DENMARK ROAD	191	0
DERBY STREET	29	0
DONKIN HILL	0	0
DONNINGTON GARDENS	22	0
DONNINGTON ROAD	13	0
DOROTHY STREET	34	0
DOUGLAS ROAD	0	0
DOVER STREET	14	0
DOWNING ROAD	2	0
DOWNSHIRE SQUARE	6	0
DRAYTON ROAD	0	0
DUKE STREET	2	0
DUNCAN PLACE	12	0
DUNSFOLD ROAD	6	0
DUNSFOLD ROAD (SPUR)	0	0

PENALTY CHARGE NOTICES ISSUED BY STREET		
LOCATION	ON-STREET	OFF-STREET
DUNSTALL CLOSE	11	0
DUNSTALL CLOSE CAR PARK	0	68
DURHAM CLOSE	0	0
DWYER ROAD	1	0
EAST STREET	143	0
EASTERN AVENUE	78	0
EATON PLACE	52	0
EDGEHILL STREET	97	0
EDINBURGH ROAD	125	0
ELDON PLACE	11	0
ELDON ROAD	1	0
ELDON SQUARE	176	0
ELDON STREET	23	0
ELDON TERRACE	41	0
ELGAR ROAD	211	0
ELGAR ROAD SOUTH	62	0
ELLIOTS WAY	0	0
ELM LODGE AVENUE	28	0
ELM PARK ROAD	219	0
ELM ROAD	0	0
ELMHURST ROAD	0	0
ELSLEY ROAD	0	0
EPPING CLOSE	9	0
EPSOM COURT	0	0
ERLEIGH ROAD	200	0
ESSEX STREET	223	0
EVESHAM ROAD	0	0
EXBOURNE ROAD	4	0
FAIRCROSS ROAD	0	0
FALKLAND ROAD	64	0
FATHERSON ROAD	57	0
FAWLEY ROAD	0	0
FERNBROOK ROAD	0	0
FIELD ROAD	70	0
FILEY ROAD	36	0
FLINT STREET	0	0
FOBNEY STREET	139	0
FONTWELL DRIVE	0	0
FORBURY ROAD	2	0
FORBURY THE	568	0
FOREST HILL	0	0



PENALTY CHARGE NOTICES ISSUED BY STREET		
LOCATION	ON-STREET	OFF-STREET
FORGE CLOSE	0	0
FOUNDRY STREET	0	0
FOXGLOVE GARDENS	0	0
FOXHILL ROAD	11	0
FRANCIS STREET	135	0
FRANKLIN STREET	48	0
FRESHWATER ROAD	3	0
FRIAR STREET	374	0
GARNET HILL	15	0
GARNET STREET	47	0
GARRARD STREET	377	0
GAS WORKS ROAD	0	0
GEORGE STREET (CAVERSHAM)	15	0
GEORGE STREET (READING)	402	0
GILLETTE WAY	3	0
GIPSY LANE	0	0
GLEBE ROAD	134	0
GLENROSA ROAD	0	0
GLOUCESTER ROAD	80	0
GOLDSMID ROAD	55	0
GORDON PLACE	10	0
GOSBROOK ROAD	33	0
GOWER STREET	333	0
GRAFTON ROAD	0	0
GRANBY GARDENS	130	0
GRANGE AVENUE	352	0
GRANVILLE ROAD	1	0
GRATWICKE ROAD	0	0
GREAT KNOLLYS STREET	291	0
GREEN PARK ROAD	0	0
GREEN PARK SERVICE ROAD	0	0
GREEN ROAD	0	0
GREENWOOD ROAD	1	0
GREYFRIARS ROAD	57	0
GREYS COURT	0	0
GROVE COTTAGES	0	0
GROVE ROAD	2	0
GROVE THE	109	0
GROVELANDS ROAD	11	0
GUN STREET	10	0
HAGLEY ROAD	2	0

PENALTY CHARGE NOTICES ISSUED BY STREET		
LOCATION	ON-STREET	OFF-STREET
HALLS ROAD	0	0
HAMILTON ROAD	3	0
HAMPDEN ROAD	28	0
HARLEY ROAD	15	0
HARROW COURT	0	0
HART STREET	38	0
HARTLAND ROAD	1	0
HATFORD ROAD	0	0
HATHERLEY ROAD	19	0
HAYWOOD COURT	2	0
HEATH ROAD	0	0
HEMDEAN HILL	35	0
HEMDEAN RISE	47	0
HEMDEAN ROAD	122	0
HENLEY ROAD	8	0
HENRIETTA STREET	0	0
HENRY STREET	85	0
HIGH STREET	6	0
HIGHBRIDGE WHARF	2	0
HIGHGROVE STREET	268	0
HIGHGROVE TERRACE	86	0
HILCOT ROAD	24	0
HILL STREET	226	0
HILLS MEADOW CAR PARK (GEORGE STREET)	0	771
HODSOLL ROAD	0	0
HOGARTH AVENUE	1	0
HOLMES ROAD	4	0
HOME FARM CLOSE	1	0
HONEY END LANE	7	0
HOSIER STREET	265	0
HOWARD STREET	753	0
HURST WAY	0	0
ILIFFE CLOSE	31	0
IMPERIAL WAY	0	0
ISLAND ROAD	0	0
JAMES STREET	12	0
JANSON COURT	2	0
JESSE TERRACE	151	0
JUBILEE SQUARE	35	0
JUNCTION ROAD	28	0

PENALTY CHARGE NOTICES ISSUED BY STREET		
LOCATION	ON-STREET	OFF-STREET
KATESGROVE LANE	64	0
KEARSLEY ROAD	0	0
KENAVON DRIVE	58	0
KENDRICK ROAD	101	0
KENNET SIDE	0	0
KENNET STREET	7	0
KENSINGTON ROAD	167	0
KENT ROAD	33	0
KENTWOOD HILL	1	0
KIDMORE END ROAD	18	0
KIDMORE ROAD	0	0
KING STREET	90	0
KINGS MEADOW CAR PARK (NAPIER)	0	541
KINGS MEADOW ROAD	46	0
KINGS ROAD (CAVERSHAM)	122	0
KINGS ROAD (READING)	1,665	0
KINGSGATE PLACE (KINGSGATE STREET)	8	0
KINGSGATE STREET	43	0
KNIGHTS WAY	0	0
LANCING CLOSE	0	0
LEMART CLOSE	0	0
LENNOX ROAD	0	0
LEOPOLD ROAD (LEOPOLD WALK)	0	0
LESFORD ROAD	6	0
LETCOMBE STREET	2	0
LIEBENROOD ROAD	0	0
LIMA COURT	77	0
LINCOLN ROAD	26	0
LINDEN ROAD	0	0
LITTLE JOHNS LANE	29	0
LITTLE STREET	16	0
LIVERPOOL ROAD	115	0
LOCK PLACE	10	0
LONDON ROAD	116	0
LONDON STREET	1,082	0
LONDON STREET (SOUTH)	0	0
LONG BARN LANE	1	0
LORNE STREET	90	0
LOVEROCK ROAD	4	0
LOWER BROOK STREET	2	0
LOWER FIELD ROAD	38	0

PENALTY CHARGE NOTICES ISSUED BY STREET		
LOCATION	ON-STREET	OFF-STREET
LOWER HENLEY ROAD	0	0
LOWER MOUNT	6	0
LOWER THORN STREET (THORN ST)	0	0
LOWFIELD ROAD	2	0
LULWORTH ROAD	0	0
LUSCINIA VIEW	58	0
LYDFORD ROAD	31	0
LYNDHURST ROAD	0	0
LYNMOUTH ROAD	105	0
LYON SQUARE	0	0
M4/A33 ROUNDABOUT	0	0
MAITLAND ROAD	10	0
MALDON CLOSE	0	0
MALL CAR PARK	0	121
MALTHOUSE LANE	105	0
MALVERN COURT	10	0
MANCHESTER ROAD	166	0
MANOR FARM ROAD	0	0
MANSFIELD ROAD	25	0
MARKET PLACE	36	0
MARLBOROUGH AVENUE	0	0
MARLOW COURT (TILEHURST ROAD)	0	0
MARSACK STREET	0	0
MARSH COURT (WILTON ROAD)	0	0
MASON STREET	260	0
MAYFAIR	1	0
MEADOW ROAD	33	0
MEADWAY CAR PARK	0	0
MEADWAY THE	2	0
MELROSE AVENUE	0	0
MERCHANTS PLACE	77	0
MERTON ROAD NORTH	0	0
MERTON ROAD SOUTH	0	0
MICKLANDS ROAD	0	0
MILFORD ROAD	8	0
MILL GREEN	0	0
MILL LANE	1	0
MILL LANE (NORTH)	0	0
MILL LANE (SOUTH)	0	0
MILL ROAD	0	0
MILMAN ROAD	143	0

PENALTY CHARGE NOTICES ISSUED BY STREET		
LOCATION	ON-STREET	OFF-STREET
MINSTER STREET	29	0
MITCHAM CLOSE	8	0
MONKLEY COURT	0	0
MONTAGUE STREET (CAVERSHAM)	20	0
MONTAGUE STREET (READING)	13	0
MORGAN ROAD	303	0
MORLANDS AVENUE	0	0
MOUNT PLEASANT	218	0
MOUNT PLEASANT GROVE	9	0
MOUNT STREET	54	0
MOUNT THE (CAVERSHAM)	0	0
MOUNT THE (READING)	0	0
MUIRFIELD CLOSE	10	0
MUNDESLEY STREET	0	0
NAPIER ROAD	4	0
NELSON ROAD	0	0
NEW BRIGHT STREET	0	0
NEW LANE HILL	2	0
NEW ROAD	0	0
NEWARK STREET	41	0
NEWCASTLE ROAD	0	0
NEWPORT ROAD	131	0
NICHOLAS COURT (PROSPECT STREET)	0	0
NORCOT ROAD	9	0
NORFOLK ROAD	52	0
NORMAN PLACE	0	0
NORRIS ROAD	228	0
NORTH STREET (CAVERSHAM)	27	0
NORTH STREET (READING)	2	0
NORTHCOURT AVENUE	1	0
NORTHFIELD ROAD	95	0
NORTHUMBERLAND AVENUE	27	0
NORTON ROAD	10	0
NORWOOD ROAD	66	0
OAK TREE ROAD	5	0
OAKLEY ROAD	0	0
ORCHARD STREET	17	0
ORMSBY STREET	44	0
ORTS ROAD	130	0
OVERDOWN ROAD	17	0
OXFORD ROAD	1,839	0

PENALTY CHARGE NOTICES ISSUED BY STREET		
LOCATION	ON-STREET	OFF-STREET
OXFORD STREET	321	0
PALMER PARK AVENUE	131	0
PALMER PARK CAR PARK	0	0
PANGBOURNE STREET	0	0
PARK LANE	0	0
PARKSIDE ROAD	2	0
PARTHIA CLOSE	7	0
PATRICK ROAD	0	0
PATRIOT PLACE	1	0
PELL STREET	41	0
PENDENNIS AVENUE	0	0
PENROATH AVENUE	0	0
PEPPARD ROAD	0	0
PEPPER LANE	4	0
PIGGOTTS ROAD	2	0
PITCROFT AVENUE	143	0
PORTMAN ROAD	0	0
POTTERY ROAD	0	0
PRIEST HILL	47	0
PRINCE OF WALES AVENUE	105	0
PRINCES STREET	228	0
PRIORY AVENUE	400	0
PROMENADE ROAD	30	0
PROSPECT STREET (CAVERSHAM)	4	0
PROSPECT STREET (READING)	137	0
QUEEN VICTORIA STREET	10	0
QUEEN VICTORIA STREET (NORTH TO SOUTH)	0	0
QUEENS COTTAGES	0	0
QUEENS ROAD (CAVERSHAM)	106	0
QUEENS ROAD (READING)	165	0
QUEENS ROAD CAR PARK	0	28
QUEENS ROAD SLIP ROAD	11	0
QUEENSWAY	1	0
RADSTOCK ROAD	37	0
RAGLEY MEWS	2	0
RANDOLPH ROAD	80	0
RECREATION ROAD	12	0
RECREATION ROAD CAR PARK	0	82
RECTORY ROAD	173	0
REDLANDS ROAD	591	0

PENALTY CHARGE NOTICES ISSUED BY STREET		
LOCATION	ON-STREET	OFF-STREET
REGENT COURT	4	0
REGENT STREET	45	0
RELEIF ROAD (A33)	0	0
RICHFIELD AVENUE	36	0
RICHMOND ROAD	105	0
RIVER ROAD	6	0
RIVERMEAD CAR PARK	0	0
RODWAY ROAD	0	0
ROMANY CLOSE	0	0
ROMANY LANE	0	0
ROSE KILN LANE	1	0
ROSS ROAD	100	0
ROSSENDALE ROAD	0	0
ROUTH LANE	0	0
ROWLEY ROAD	10	0
RUPERT STREET	32	0
RUSSELL STREET	453	0
RUTLAND ROAD	26	0
SACKVILLE STREET	867	0
SALCOMBE ROAD	0	0
SALISBURY ROAD	184	0
SANCTUARY CLOSE	0	0
SCHOOL LANE	0	0
SCHOOL ROAD	12	0
SCHOOL TERRACE	19	0
SCOURS LANE	0	0
SEND ROAD	1	0
SHAFTESBURY ROAD	14	0
SHAW ROAD	4	0
SHENSTONE ROAD	7	0
SHEPLEY DRIVE	0	0
SHERMAN ROAD	95	0
SHERWOOD STREET	78	0
SHINFIELD RISE	3	0
SHINFIELD ROAD	4	0
SHORT STREET	40	0
SHORT STREET (CAVERSHAM)	11	0
SIDMOUTH STREET	351	0
SILCHESTER ROAD	1	0
SILVER STREET	6	0
SMALLMEAD ROAD	0	0



PENALTY CHARGE NOTICES ISSUED BY STREET		
LOCATION	ON-STREET	OFF-STREET
SOMERSTOWN COURT	3	0
SOUTH OAK WAY	0	0
SOUTH READING CAR PARK	0	0
SOUTH STREET (CAVERSHAM)	17	0
SOUTH STREET (READING)	671	0
SOUTH VIEW AVENUE	0	0
SOUTHAMPTON STREET	40	0
SOUTHCOTE LANE	5	0
SOUTHCOTE ROAD	2	0
SPENCER ROAD	0	0
SPEY ROAD	1	0
SPRING GARDENS	10	0
SPRING GROVE	25	0
ST ANNES ROAD	5	0
ST BARNABAS ROAD	1	0
ST BARTHOLOMEWS ROAD	156	0
ST EDWARDS ROAD	13	0
ST GEORGES ROAD	41	0
ST GEORGES TERRACE	11	0
ST GILES CLOSE	94	0
ST JOHNS HILL	37	0
ST JOHNS ROAD (CAVERSHAM)	2	0
ST JOHNS ROAD (READING)	16	0
ST JOHNS STREET	61	0
ST MARY BUTTS (VICARAGE SITE LOADING AREA)	0	0
ST MARYS BUTTS	481	0
ST MICHAELS ROAD	4	0
ST PAUL COURT SERVICE ROAD	0	0
ST PETERS ROAD	9	0
ST RONANS ROAD	5	0
ST SAVIOURS ROAD	0	0
STANLEY GROVE	38	0
STANLEY STREET	84	0
STANSHAW ROAD	125	0
STAR LANE	0	0
STAR ROAD	5	0
STATION APPROACH	5	0
STATION HILL	14	0
STATION ROAD	15	0
STAVERTON ROAD	0	0

<b>PENALTY CHARGE NOTICES ISSUED BY STREET</b>		
<b>LOCATION</b>	<b>ON-STREET</b>	<b>OFF-STREET</b>
SUFFOLK ROAD	7	0
SUN STREET	16	0
SURLEY ROW	0	0
SURREY ROAD	223	0
SWAINSTONE ROAD	18	0
SWANSEA ROAD	156	0
SYCAMORE ROAD	0	0
TAFF WAY	0	0
TALFOURD AVENUE	0	0
TAMARISK AVENUE	0	0
TAVISTOCK ROAD	0	0
TAYLOR COURT (TILEHURST ROAD)	0	0
TEMPLE PLACE	94	0
TESSA ROAD	12	0
TETBURY COURT (PROSPECT STREET)	0	0
THAMES AVENUE	63	0
THAMES SIDE	0	0
THAMES SIDE PROMENADE	24	0
THIRLMERE AVENUE	2	0
THORN LANE	0	0
THORN STREET	180	0
THORN WALK	0	0
TILEHURST ROAD	3	0
TOFRECK TERRACE	0	0
TOWN PLACE	0	0
TRAFFORD ROAD	0	0
TRIANGLE THE	24	0
TRINITY PLACE	39	0
TUDOR ROAD	1	0
TUNS HILL COTTAGES	13	0
UPAVON DRIVE	0	0
UPLANDS ROAD	0	0
UPPER CROWN STREET	88	0
UPPER REDLANDS ROAD	93	0
USK ROAD	2	0
VACHEL ROAD	585	0
VALENTIA CLOSE	0	0
VALENTIA ROAD	59	0
VALPY STREET	970	0
VASTEREN ROAD	157	0
VASTEREN ROAD (SERVICE ROAD)	4	0

PENALTY CHARGE NOTICES ISSUED BY STREET		
LOCATION	ON-STREET	OFF-STREET
VICARAGE ROAD	3	0
VICTORIA ROAD (READING)	0	0
VICTORIA ROAD (TILEHURST)	0	0
VICTORIA STREET	31	0
WALDECK STREET	1	0
WALNUT WAY	3	0
WANTAGE ROAD	237	0
WARWICK ROAD	0	0
WASHINGTON ROAD	19	0
WATER ROAD	0	0
WATERLOO ROAD	20	0
WATLINGTON STREET	344	0
WAVERLEY ROAD	25	0
WAYLEN STREET	584	0
WEALD RISE	0	0
WELDALE STREET	100	0
WENSLEY ROAD	0	0
WEST HILL	4	0
WEST STREET	403	0
WESTBOURNE TERRACE	35	0
WESTCOTE ROAD	0	0
WESTERN ELMS AVENUE	52	0
WESTERN ROAD	8	0
WESTFIELD ROAD	63	0
WESTWOOD ROAD	1	0
WETHERBY CLOSE	1	0
WHITEKNIGHTS ROAD	10	0
WHITLEY PARK LANE	34	0
WHITLEY STREET	99	0
WHITLEY WOOD LANE	0	0
WHITLEY WOOD ROAD	8	0
WIGMORE LANE	0	0
WILLIAM STREET	104	0
WILLOW GARDENS	0	0
WILLOW STREET	0	0
WILSON ROAD	192	0
WILTON ROAD	82	0
WINCHESTER ROAD	101	0
WINGROVE ROAD	0	0
WINTON ROAD	0	0
WOKINGHAM ROAD	89	0

PENALTY CHARGE NOTICES ISSUED BY STREET		
LOCATION	ON-STREET	OFF-STREET
WOLSELEY STREET	74	0
WOLSEY ROAD	47	0
WOOD GREEN CLOSE	0	0
WOODCOTE WAY	0	0
WOODSTOCK STREET	7	0
WYKEHAM ROAD	20	0
YIELD HALL LANE	1	0
YIELD HALL PLACE	0	0
YORK ROAD	173	0
ZINZAN STREET	898	0

PENALTY CHARGE NOTICES ISSUED BY CONTRAVENTION		
CONTRAVENTION CODE	2011/2012	PERCENTAGE
<b>HIGHER LEVEL (ON-STREET)</b>		
PARKED IN A RESTRICTED STREET DURING PRESCRIBED HOURS	6,769	15.16%
PARKED OR LOADING/UNLOADING IN A RESTRICTED STREET WHERE WAITING AND LOADING/UNLOADING RESTRICTIONS ARE IN FORCE	777	1.74%
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	8,378	18.76%
PARKED IN A PERMIT SPACE WITHOUT DISPLAYING A VALID PERMIT	8,804	19.72%
PARKED IN A LOADING GAP MARKED BY A YELLOW LINE	4	0.01%
PARKED IN A SUSPENDED BAY OR SPACE OR PART OF BAY OR SPACE	32	0.07%
PARKED IN A PARKING PLACE OR AREA NOT DESIGNATED FOR THAT CLASS OF VEHICLE	525	1.18%
PARKED IN A LOADING PLACE DURING RESTRICTED HOURS WITHOUT LOADING	447	1.00%
PARKED IN A SPECIAL ENFORCEMENT AREA MORE THAN 50 CM† FROM THE EDGE OF THE CARRIAGEWAY AND NOT WITHIN A DESIGNATED PARKING PLACE	42	0.09%
PARKED IN A SPECIAL ENFORCEMENT AREA ADJACENT TO A DROPPED FOOTWAY	28	0.06%

<b>PENALTY CHARGE NOTICES ISSUED BY CONTRAVENTION</b>		
<b>CONTRAVENTION CODE</b>	<b>2011/2012</b>	<b>PERCENTAGE</b>
PARKED IN A DESIGNATED DISABLED PERSON'S PARKING PLACE WITHOUT DISPLAYING A VALID DISABLED PERSON'S BADGE IN THE PRESCRIBED MANNER	1,224	2.74%
PARKED IN A PARKING PLACE DESIGNATED FOR POLICE VEHICLES	18	0.04%
PARKED ON A TAXI RANK	36	0.08%
STOPPED WHERE PROHIBITED (ON A RED ROUTE OR CLEARWAY)	26	0.06%
STOPPED ON A RESTRICTED BUS STOP OR STAND	116	0.26%
STOPPED IN A RESTRICTED AREA OUTSIDE A SCHOOL WHEN PROHIBITED	85	0.19%
PARKED WHOLLY OR PARTLY ON A CYCLE TRACK OR LANE	0	0.00%
STOPPED ON A PEDESTRIAN CROSSING OR CROSSING AREA MARKED BY ZIGZAGS	18	0.04%
<b>LOWER LEVEL (ON-STREET)</b>		
PARKED AFTER THE EXPIRY OF PAID FOR TIME	2,649	5.93%
PARKED WITHOUT CLEARLY DISPLAYING A VALID PAY & DISPLAY TICKET OR VOUCHER	4,537	10.16%
PARKED WITH PAYMENT MADE TO EXTEND THE STAY BEYOND INITIAL TIME	2	0.004%
PARKED IN A RESIDENTS' OR SHARED USE PARKING PLACE OR ZONE DISPLAYING AN INVALID PERMIT, AN INVALID VOUCHER OR AN INVALID PAY & DISPLAY TICKET	2,705	6.06%
RE-PARKED IN THE SAME PARKING PLACE OR ZONE WITHIN ONE HOUR* OF LEAVING	53	0.12%
NOT PARKED CORRECTLY WITHIN THE MARKINGS OF THE BAY OR SPACE	325	0.73%
PARKED FOR LONGER THAN PERMITTED	4,021	9.01%
<b>HIGHER LEVEL (OFF-STREET (CAR PARKS))</b>		
PARKED IN A LOADING AREA DURING RESTRICTED HOURS WITHOUT REASONABLE EXCUSE	0	0.00%
PARKED IN A RESTRICTED AREA IN A CAR PARK	68	0.15%
PARKED IN A PERMIT BAY WITHOUT CLEARLY DISPLAYING A VALID	79	0.18%

<b>PENALTY CHARGE NOTICES ISSUED BY CONTRAVENTION</b>		
<b>CONTRAVENTION CODE</b>	<b>2011/2012</b>	<b>PERCENTAGE</b>
PERMIT		
PARKED IN A DESIGNATED DISABLED PERSON'S PARKING PLACE WITHOUT DISPLAYING A VALID DISABLED PERSON'S BADGE IN THE PRESCRIBED MANNER	145	0.32%
PARKED IN A CAR PARK OR AREA NOT DESIGNATED FOR THAT CLASS OF VEHICLE	3	0.01%
<b>LOWER LEVEL (OFF-STREET (CAR PARKS))</b>		
PARKED AFTER THE EXPIRY OF PAID FOR TIME	406	0.91%
PARKED IN A CAR PARK WITHOUT CLEARLY DISPLAYING A VALID PAY & DISPLAY TICKET OR VOUCHER OR PARKING CLOCK	1,802	4.04%
PARKED WITH ADDITIONAL PAYMENT MADE TO EXTEND THE STAY BEYOND TIME FIRST PURCHASED	7	0.02%
PARKED BEYOND THE BAY MARKINGS	523	1.17%
RE-PARKED WITHIN ONE HOUR* OF LEAVING A BAY OR SPACE IN A CAR PARK	0	0.00%

## Appendix B - Bus Lane Penalty Charge Notices

BUS LANE PENALTY CHARGE NOTICES ISSUED BY STREET		
PENALTY CHARGE NOTICES ISSUED BY LOCATION	2011/2012	PERCENTAGE
A329 WOKINGHAM ROAD	348	0.36%
BASINGSTOKE ROAD	53	0.05%
BLAGRAVE STREET (EAST TO WEST SECTION)	21,180	21.94%
BRIDGE STREET	20	0.02%
FRIAR STREET (EAST BOUND)	16,668	17.26%
FRIAR STREET (WEST BOUND)	6,512	6.74%
GUN STREET	52	0.05%
KINGS ROAD	30	0.03%
LONDON STREET (NORTHERN SECTION)	868	0.90%
LONDON STREET (SOUTH)	2	0.002%
MINSTER STREET (WESTBOUND)	24,902	25.79%
NORCOT ROAD (EAST BOUND)	2,955	3.06%
OXFORD ROAD	327	0.34%
SOUTHCOTE LANE	2,515	2.60%
ST MARYS BUTTS (NORTHBOUND)	11,766	12.19%
STANSHAW ROAD	6,783	7.03%
STATION APPROACH (EAST TO WEST)	353	0.37%
STATION APPROACH (WEST TO EAST)	825	0.85%
THE FORBURY ROAD (EAST/WEST SECTION)	156	0.16%
WEST STREET	1	0.001%