

Christchurch City Council



TRANSPORT UNIT PARKING COMPLIANCE

INSTRUCTIONS FOR ISSUING INFRINGEMENT NOTICES

Revised August 2017

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Foreword:

This instruction book is to be used in conjunction with the Parking Officer Manual. The processes and procedures laid out are to ensure consistency in the enforcement and issuing of infringement notices for parking offences

All Officers will be issued with a copy and are expected to follow the instruction outlined when performing their duties

This is a living document and will be subject to updates and amendments. You will be notified of these changes and your copy updated.

Any queries, questions, suggestions need to be referred to the Senior Appeals Officer for consideration.

General Information:

Priority Levels for Attending Complaints

High Priority: Attend immediately unless already attending a complaint

Suburb attend within 20 minutes

City attend within 15 minutes

- Broken yellow lines - B V E - Bus Stop - Double parking - Inconsiderate parking - Parked in a Mall – Clearway

Medium Priority: Attend within 30 minutes Finish what doing then attend

- Pay & Display area - Time limits (all types) – Footpath - Fire Hydrant - Incorrect kerb parking - Taxi stand - Mobility parks - No stopping - Cycle lane - Within 6m of an intersection - Construction zone - Tour Coach stand - Motorcycle stand - Residents only parking - Vanilla Ice stand

Low Priority: Attend within 2 hours

- Licence Label - Warrant of fitness

Same Day: Attend on day complaint received

- Trailer on road - Possible abandoned vehicle

Report Only

- Grass verge / berm – Riverbank - Storage on road - Heavy Vehicles in Residential Streets

For \$40 & \$60 offences:

If a person is in a vehicle, ask them to move to a legal parking space. (Gain compliance)

The only exception to this is outside schools.

Instruction must be clear precise and verbal (not just use of hand gestures)

If they refuse to move or do not move as soon as safely possible issue for the offence.

If driver is verbally abusive but complies with your request no notice is to be issued.

For \$40 & \$60 Offences

If you are unable to take photos then you must draw a detailed diagram including registration & notice number. The diagram will need to be scanned to TRIM Attach notes top Daily Activity sheet to be scanned and saved to TRIM record **NTRIM** in officer notes

For all Offences

Record License Label expiry date

Blue Parking Restriction Signs:

Apply from 8:00 am to 6:00pm Monday to Sunday except Public Holidays unless otherwise stated on the sign. Record any additional information.

For an offence to be committed the vehicle must be parked between 2 signs with arrows indicating the area. (Areas installed prior to 2005 may have yellow road markings and only one sign defining the area) Issue.

Chalking Tyres:

Chalk the full current time on the tyre for all offences that require a from time.
Chalk kerb side tyre or as close to kerb side as practical.

Chalking an area prior to the restriction applying:

Chalk the full current time on tyre.
Record the time that the restriction applies from as from time on the infringement notice.
Record the time on the tyre in officer notes.

Measurements

All measurements are approximate Please make sure you record that

Record anything unusual regarding the vehicle in officer notes: example dogs, punctures

Record specific location where the vehicle is parked in officer notes either outside or opposite

Record any/all conversation with either the driver or passengers in officer notes or on notepad to be saved to TRIM

Always Issue to the Plate:

Take the registration number from the **REGISTRATION PLATES**, and the make and model of the vehicle the license label or the vehicle if the license label does not match
If the license label does not match the plate. Take photos and detailed notes.
Record VIN number if available
The tickets will be post outs. The Senior Appeals Officer will make the decision of who to proceed against.
If there is a dealer plate on the vehicle always issue to the dealer plate and record other plates in your officer notes

Additional paper based notes taken at the time: e.g. hand drawn diagrams or notes taken outside school.

Record in officer notes **NTRIM**

Attach notes including notice number & registration number to Daily Activity sheet to be scanned to TRIM.

If notes relate to tickets to be posted out pin notes to ticket to be scanned to TRIM by seniors

Additional photos taken at the time (Not on Handheld):

Record in officer notes **PTRIM**

Give camera to Senior Support Officer at end of shift to be saved to TRIM

Complaints

When sent to a complaint deal with any other safety offences that maybe occurring within the immediate area

Streets not listed in Handheld:

Advise base that the street is not in handheld. Senior Support Officer will notify TL Ops and Appeals who will enter street into PIP's

Make full notes of all details required to issue an infringement notice for the offence.

The notice can be issued the following day as a post out.

In Officer Notes record Notes in TRIM

Give notes to Senior Support Officer after issuing including notice number to be scanned to TRIM.

School Patrol:

When you are on a mobile beat you are expected to attend your rostered school. Only high priority complaints take precedence over school.

Be highly visible; wear a fluorescent vest with Parking Compliance on back.

Take detailed paper base notes including diagram of offences. Take photos if you have a camera.

Notices will be posted.

All notes and diagrams taken at time are to be attached to the infringement notice to be checked by seniors and scanned into TRIM record NTRIM in officer notes

Outside schools is the only area where you are not expected to gain compliance for double parking or parking on broken yellow lines. The student's safety is your priority.

Cars parked over vehicle entrance around school. If the driver is with the vehicle ask them to move to a legal parking space. If vehicle empty take detailed notes including diagram and measurements and post out ticket.

Cancelled Notices

When a notice is cancelled on street by an Officer for any reason the reason must be recorded in the officer comments field, if this is not possible then the reason must be written on the infringement notice.

At the end of the day cancelled notices are to be given to a Senior Parking Officer to be cancelled in the system.

Seniors Parking Officers will ensure that the reason is recorded against the infringement notice.

Posted Notices

All notices that are not either attached to the vehicle or handed to the driver are posted to the registered owner.

The reason for posting the notice is to be recorded in the officer comments field or on notes taken at the time.

Notes and diagrams taken at the time of issuing are to be attached to the notice and given to a Senior Parking Officer.

Senior Parking Officers will check the notice for any errors prior to posting and ensure that notes and diagrams are scanned into TRIM

Hagley Park Car Parks

Photos must be taken of the dashboard area when issuing to vehicles parked in Armagh St Car Park, Riccarton Ave Car Park, Horticultural Car Park or Cricket Oval Car Park

This is to provide proof that there is no valid permit displayed

Officer Comment Abbreviations:

NKGAS	No Keys Goods Activities Signage
RMCV	Road Markings Clearly Visible
RSCV	Road Signs Clearly Visible
DFSA	Distance from Signs Approximate
DNS	Driver Not Seen
FDR	Female Driver Returned
MDR	Male Driver Returned
DRDO	Driver Returned Drove off
NCOM	No Comment made by Driver
MC	Mobility Card
NMC	No Mobility Card
CD	Coupons Displayed
NCD	No Coupons Displayed
TH	Traffic Heavy
TM	Traffic Moderate
TL	Traffic Light
RSU	Rear Seats Up
RSD	Rear Seats Down
PA	Parking Available
NPA	No Parking Available
PL	Pedestrian Light
PM	Pedestrian Moderate
PH	Pedestrian Heavy
HLO	Hazard Lights On
NHL	No Hazard Lights
DL	Door Locked
DU	Door Unlocked
NDP	No Dealer Plates
AOC	Acted On Complaint
ABB	Advised By Base
FUVE	from Useable Vehicle Entrance
WUVE	Within Useable Vehicle Entrance
TE	Tow Engaged
TA	Tow Arrived
TR	Tow Removed
NTRIM	Notes in TRIM
PTRIM	Photos in TRIM
CH??	Chalked by Officer Number
NORA	No Odometer Reading Available
Approx.	Approximately

Remember that when using any other abbreviations the adjudication team must be able to understand what you mean.

C101: No Evidence of Inspection - Private Vehicle (WoF)

Priority: Low

For an Offence to be committed:

- Must be expired by more than 14 days.
- If you cannot see which day of the month the WoF expired, issue from the 15th of the next month.

Additional Notes:

- In suburban areas chalk and date on the tyre.
- If vehicle has WoF & registration expired by more than 1 month and does not appear to be moving report as possibly abandoned

Details Required:

- Take photo of Licence Label & WoF
- Odometer reading if possible
- Specific location either outside or opposite
- Date that the WoF expired.
- License label expiry date.
- Year of manufacture
- If there is a Dealer Plate on the vehicle issue to the dealer plate.
- If the driver or passenger was present/returned, any comments they make (**DR**).
- How the notice was served.

C201: No Evidence of Inspection - Commercial Vehicle (CoF)

Priority: Low

For an Offence to be committed:

- Must be expired by more than 14 days.
- If you cannot see which day of the month the CoF expired, issue from the 15th of the next month.

Additional Notes:

- In suburban areas chalk and date on the tyre.
- If vehicle has WoF & registration expired by more than 1 month and does not appear to be moving report as possibly abandoned

Details Required:

- Take photo of Licence Label & CoF
- Odometer reading if possible
- Specific location either outside or opposite
- Date that the CoF expired.
- License label expiry date.
- Year of manufacture
- If there is a Dealer Plate on the vehicle issue to the dealer plate.
- If the driver or passenger was present/returned, any comments they make (**DR**).
- How the notice was served.

D719: Unauthorised Use of Special Vehicle Lane

Priority:

For an Offence to be committed:

- Vehicle be driven for more than 50 metres

Additional Notes:

- Requires clear video footage

Details Required:

- When issuing infringement notices for this offence Officers are to follow the instructions as laid out in the Bus Lane Manual including the following details
- Officer should verbally call make model type registration and colour of vehicle It is acceptable to have registration colour & type
- Notices are to be posted.
- Signs clearly visible
- Any additional information on signs
- Road markings clearly visible
- Zone Number

P101: Parked Within an Intersection

Did stop stand or park a vehicle within an intersection

Priority: Medium

For an Offence to be committed:

- Vehicle is parked completely within the intersection. If only part of the vehicle is parked within the intersection issue P102 Parked within 6 metres of an intersection

Additional Notes:

- If driver present ask to move vehicle to a legal parking space.
- Issue if vehicle not immediately moved.
- Tow the vehicle if it is a safety issue.

Details Required:

- Take photos clearly showing the offence or draw a detailed diagram
- Date of WoF, License Label expiry. Year of manufacture
- Specific location either outside or opposite
- If the traffic flow was heavy, medium or light (**TH, TM TL**).
- Alternative parking available in the immediate area at the time, and where (**PA**)
- If the hazard lights were on. (**HLON**).
- If the driver or passenger was present/returned, any comments they make (**DR**).
- How the notice was served.

P102: Parked Within 6 Metres of an Intersection

Did stop stand or park a vehicle on a road within 6 metres of an intersection

Priority: Medium

For an Offence to be committed:

- The vehicle must be parked within 6 metres of the apex of the intersection.
- The apex is the point where a straight line from the kerb of both streets would intersect.

Additional Notes:

- If driver present ask to move vehicle to a legal parking space.
- Issue if vehicle not immediately moved.
- Tow the vehicle if it is a safety issue

Details Required:

- Take photos clearly showing the offence or draw a detailed diagram
- Distance from apex of intersection approx
- Date of WoF, License Label expiry, year of manufacture
- Specific location either outside or opposite
- If the traffic flow was heavy, medium or light (**TH, TM TL**).
- Alternative parking available in the immediate area at the time, and where (**PA where?**)
- If the hazard lights were on (**HLOn**)
- If the driver or passenger was present/returned, any comments they make (**DR**).
- How the notice was served.

P103: Parked Near Corner Bend Rise or Intersection

Parked a vehicle on a road close to a corner, bend or rise as to be likely to obstruct the view of a driver proceeding towards that place

Priority: Medium

For an Offence to be committed:

Vehicle is parked obstructing the normal flow of traffic or causing vehicle to drive on the wrong side of the road without clear vision

Additional Notes:

- If driver present ask to move vehicle to a legal parking space.
- Issue if vehicle not immediately moved.
- Tow the vehicle if it is a safety issue.

Details Required:

- Take photos clearly showing the offence or draw a detailed diagram
- Date of WoF, License Label expiry, year of manufacture
- Specific location either outside or opposite
- If the traffic flow was heavy, medium or light (**TH, TM TL**).
- Alternative parking available in the immediate area at the time, and where (**PA**).
- If the hazard lights were on (**HLOn**).
- If the driver or passenger was present/returned, any comments they make (**DR**).
- How the notice was served.

P104: Parked On or Near a Pedestrian Crossing

Parked a vehicle on or within 6 metres of the nearer side of a pedestrian crossing

Priority: Medium

For an Offence to be committed:

- Vehicle is either parked on or within 6 metres of a marked pedestrian crossing

Additional Notes:

- If driver present ask to move vehicle to a legal parking space.
- Issue if vehicle not immediately moved.
- Only issue to vehicles either on the crossing or on the approach to crossing
- Tow the vehicle if it is a safety issue.

Details Required:

- Take photos clearly showing the offence or draw a detailed diagram
- Road markings clearly visible **(RMCV) tick box**
- Distance from crossing approx
- Date of WoF, License Label expiry, year of manufacture
- Specific location either outside or opposite
- If pedestrian traffic is heavy, medium, light **(PH, PM, PL)**
- If the traffic flow was heavy, medium or light **(TH, TM TL)**.
- Alternative parking available in the immediate area at the time, and where **(PA)**.
- If the hazard lights were on. **(HLOn)**.
- If the driver or passenger was present/returned, any comments they make **(DR)**.
- How the notice was served.

P105: Parked In Prohibited Area - No Stopping

Stopped stood or parked a vehicle on a part of the road contrary to the terms of a traffic sign

Priority: Medium

For an Offence to be committed:

- The vehicle is parked between two No Stopping Signs with arrows indicating the area or parked in within an area that has signs defining the area at the entrance i.e. Cathedral Square
- The signs must be clearly visible front & rear of the vehicle.
- In the case of temporary No Stopping signs Officers must be sure that the vehicle arrived after the signs were put out.

Additional Notes:

- If driver present ask to move vehicle to a legal parking space.
- Issue if vehicle not immediately moved.
- Issue if no stopping signs are clear and only tow if directed to by base.
- Special Events: The Officer in charge of the event will advise prior to commencement of enforcement the date and time that the no stopping signs were put in place This information must be included in your officer notes

Details Required:

- Take photos clearly showing the offence or draw a detailed diagram
- Signs clearly visible **(RSCV) tick box**
- Any time additional information on the signs. (e.g. from 9:00am to 11:00 am Mon-Fri)
- Date of WoF, License Label expiry, year of manufacture
- Specific location either outside or opposite
- If the traffic flow was heavy, medium or light (**TH, TM TL**).
- Distance from signs approximate **DFSA Tick box**
- Alternative parking available in the immediate area at the time, and where (**PA**).
- If the hazard lights were on. (**HLOn**).
- If the driver or passenger was present/returned, any comments they make (**DR**).
- How the notice was served.

P105: Parked In Prohibited Area – Clearway

Stopped stood or parked a vehicle on a part of the road contrary to the terms of a traffic sign

Priority: High

For an Offence to be committed:

- The vehicle is parked in a Clearway Zone during the time stated on the signs.
- The signs must be clearly visible front & rear of the vehicle.

Additional Notes:

- If driver present ask to move vehicle to a legal parking space.
- Issue if vehicle not immediately moved.
- Give a 5 minute grace period from start of the clearway time.
- Issue & Tow offending vehicles.
- Make sure any vehicles being towed are removed before the Clearway time restriction ends.

Details Required:

- Take photos clearly showing the offence or draw a detailed diagram
- Signs clearly visible **(RSCV) tick box**
- Distance from signs approximate **DFSA tick box**
- Any time additional information on the signs. (e.g. from 9:00am to 11:00 am Mon-Fri)
- Date of WoF, License Label expiry, year of manufacture
- Specific location either outside or opposite
- If the traffic flow was heavy, medium or light (**TH, TM TL**).
- Alternative parking available in the immediate area at the time, and where (**PA**)
- If the hazard lights were on (**HLOn**).
- If the driver or passenger was present/returned, any comments they make (**DR**).
- How the notice was served.

P105: Parked In a Prohibited Area - Residents Only

Stopped stood or parked a vehicle on a part of the road contrary to the terms of a traffic sign

Priority: Medium

For an Offence to be committed:

- The vehicle is parked in a Residents Only area with either no permit or an expired permit displayed
- The signs must be clearly visible front & rear of the vehicle.
- The area requires yellow road markings

Additional Notes:

- If driver present ask to move vehicle to a legal parking space.
- Issue if vehicle not immediately moved.
- Issue only

Details Required:

- Take photos clearly showing the offence or draw a detailed diagram
- Include photo of windscreen/dash to show no current permit displayed.
- Road markings clearly visible **(RMCV) tick box**
- Distance from signs approximate **DFSA tick box**
- Signs clearly visible **(RSCV) tick box**
- Any time additional information on the signs. (e.g. from 9:00am to 11:00 am Mon-Fri)
- Date of WoF, License Label expiry, year of manufacture.
- Specific location either outside or opposite
- If the traffic flow was heavy, medium or light (**TH, TM TL**).
- Alternative parking available in the immediate area at the time, and where (**PA**).
- If the hazard lights were on (**HLOn**).
- If the driver or passenger was present/returned, any comments they make (**DR**).
- How the notice was served.

P105: Parked In Prohibited Area - Authorised Vehicles

Stopped stood or parked a vehicle on a part of the road contrary to the terms of a traffic sign

Priority: Medium

For an Offence to be committed:

- The vehicle does not fit the definition as prescribed on the signs (example Tour Coach, Vanilla Ice, Construction Zone)
- The signs must be clearly visible front & rear of the vehicle.
- The area requires yellow road markings

Additional Notes:

- If driver present ask to move vehicle to a legal parking space.
- Issue if vehicle not immediately moved.
- Issue to vehicles parked on Vanilla Ice Stand, only tow on complaint
- Issue & tow vehicles parked on Construction Zones on complaint only.

Details Required:

- Take photos clearly showing the offence or draw a detailed diagram
- Road markings clearly visible **(RMCV) tick box**
- Signs clearly visible **(RSCV) tick box**
- Distance from signs approximate **DFSA tick box**
- Any time additional information on the signs. (e.g. from 9:00am to 11:00 am Mon-Fri)
- Date of WoF, License Label expiry, year of manufacture.
- Specific location either outside or opposite
- If the traffic flow was heavy, medium or light **(TH, TM TL)**.
- Alternative parking available in the immediate area at the time, and where **(PA)**.
- If the hazard lights were on **(HLOn)**.
- If the driver or passenger was present/returned, any comments they make **(DR)**.
- How the notice was served.

P105: Parked In Prohibited Area - City Mall, New Brighton Mall or New Regent Mall

Stopped stood or parked a vehicle on a part of the road contrary to the terms of a traffic sign

Priority: High

For an Offence to be committed:

- Issue to all vehicles parked in the Mall during the hours the Mall is closed as stated on the signs at entry to the Mall
- Only goods service vehicles, vehicles with mall permits and vehicles that have gained permission (check with OOE) are allowed in the mall during the access hours. Issue to all other vehicles.

Additional Notes:

- If driver present ask to move vehicle to a legal parking space.
- Issue if vehicle not immediately moved.
- Service vehicles (contractors) are not regarded as delivery vehicles and have no right to be in the mall unless permission is granted.
- Check signs for hours of mall operation.

Details Required:

- Take photos clearly showing the offence or draw a detailed diagram
- Signs clearly visible **(RSCV) tick box**
- Distance from signs approximate **DFSA tick box**
- Any time additional information on the signs. (e.g. from 9:00am to 11:00 am Mon-Fri)
- Date of WoF, License Label expiry, year of manufacture
- Specific location either outside or opposite
- Alternative parking available in the immediate area at the time, and where **(PA)**.
- If the hazard lights were on **(HLOn)**.
- If the driver or passenger was present/returned, any comments they make **(DR)**.
- How the notice was served.

P105: Parked In Prohibited Area - Motorcycle Stand

Stopped stood or parked a vehicle on a part of the road contrary to the terms of a traffic sign

Priority: Medium

For an Offence to be committed:

- The vehicle does not fit the definition as prescribed on the signs
- The signs must be clearly visible front & rear of the vehicle.
- The area requires yellow road markings

Additional Notes:

- If driver present ask to move vehicle to a legal parking space.
- Issue if vehicle not immediately moved.

Details Required:

- Take photos clearly showing the offence or draw a detailed diagram
- Road markings clearly visible **(RMCV) tick box**
- Signs clearly visible **(RSCV) tick box**
- Distance from signs approximate **DFSA tick box**
- Any time additional information on the signs. (e.g. from 9:00am to 11:00 am Mon-Fri)
- Date of WoF, License Label expiry, year of manufacture.
- Specific location either outside or opposite
- If the traffic flow was heavy, medium or light **(TH, TM TL)**.
- Alternative parking available in the immediate area at the time, and where **(PA)**
- If the driver or passenger was present/returned, any comments they make **(DR)**.
- How the notice was served.

P105: Parked In Prohibited Area - Cycle Stand

Stopped stood or parked a vehicle on a part of the road contrary to the terms of a traffic sign

Priority: Medium

For an Offence to be committed:

The vehicle does not fit the definition as prescribed on the signs

- The signs must be clearly visible front & rear of the vehicle.
- The area requires yellow road markings

Additional Notes:

- If driver present ask to move vehicle to a legal parking space.
- Issue if vehicle not immediately moved.

Details Required:

- Take photos clearly showing the offence or draw a detailed diagram
- Road markings clearly visible **(RMCV) tick box**
- Signs clearly visible **(RSCV) tick box**
- Distance from signs approximate **DFSA tick box**
- Any time additional information on the signs. (e.g. from 9:00am to 11:00 am Mon-Fri)
- Date of WoF, License Label expiry, year of manufacture.
- Specific location either outside or opposite
- If the traffic flow was heavy, medium or light (**TH, TM TL**).
- Alternative parking available in the immediate area at the time, and where (**PA**).
- If the hazard lights were on (**HLOn**).
- If the driver or passenger was present/returned, any comments they make (**DR**).
- How the notice was served.

P105: Parked In Prohibited Area - School Buses

Stopped stood or parked a vehicle on a part of the road contrary to the terms of a traffic sign

Priority: Medium

For an Offence to be committed:

- The vehicle does not fit the definition as prescribed on the signs
- The signs must be clearly visible front & rear of the vehicle.
- The area requires yellow road markings

Additional Notes:

- If driver present ask to move vehicle to a legal parking space.
- Issue if vehicle not immediately moved.
- Issue Only
- Normally located outside schools.

Details Required:

- Take photos clearly showing the offence or draw a detailed diagram
- Road markings clearly visible **(RMCV) tick box**
- Signs clearly visible **(RSCV) tick box**
- Distance from signs approximate **DFSA tick box**
- Any time additional information on the signs. (e.g. from 9:00am to 11:00 am Mon-Fri)
- Distance from signs approx
- Date of WoF, License Label expiry, year of manufacture.
- Specific location either outside or opposite
- If the traffic flow was heavy, medium or light **(TH, TM TL)**.
- Alternative parking available in the immediate area at the time, and where **(PA)**.
- If the hazard lights were on **(HLOn)**.
- If the driver or passenger was present/returned, any comments they make **(DR)**.
- How the notice was served.

P106: Parked Over the Time Limit – Sign

Parked a vehicle on a road where the maximum time a vehicle may park there was restricted by a traffic sign

Priority: Medium

For an Offence to be committed:

- The vehicle must be parked in excess of the time limit stated on the signs.
- The signs must be clearly visible front & rear of the vehicle and have arrows defining the area.

Additional Notes:

- Grace Period
 - P1 & P3 time limits 1 minute
 - P5 & P10 time limits 5 minutes
 - P15 & longer 10 minutes
- When chalking a time limit prior to enforcement hours the time the vehicle was chalked must be recorded in the officer notes.
- Mobility Card holders receive additional time on P30 & P60 time limits only. P30 = 30 + 30 +10 P60 = 60 + 60 +10

Proving the Offence:

- Check the signs are correct, e.g. readable, clearly visible front and rear or either side of vehicle with arrows indicating the area.
- Chalk tyre with full time and return after time required including grace period.
- Chalk marks must be clear and visible on return, then issue notice.

Details Required:

- Signs clearly visible **(RSCV) tick box**
- Any time additional information on the signs. (e.g. from 9:00am to 11:00 am Mon-Fri)
- Distance from signs approx. **DFSA tick box**
- If a mobility card is displayed & details **(MCD)**.
- That the chalk marks are clear and visible. Tick box
- Chalk time if prior to time limit restrictions
- Specific location either outside or opposite
- LL expiry
- If the driver or passenger was present/returned, any comments they make **(DR)**.
- How the notice was served.

P107: Parked On Broken Yellow Line

Parked a motor vehicle in an area marked by a broken yellow line.

Priority: High

For an Offence to be committed:

- The vehicle is parked either on broken yellow lines or between the broken yellow lines and the centre of the road.
- At least half the vehicle involved.

Additional Notes:

- If driver present ask to move vehicle to a legal parking space.
- Issue if vehicle not immediately moved.
- Tow the vehicle if it is a safety issue or causing an obstruction.

Details Required:

- Take photos clearly showing the offence or draw a detailed diagram
- Road markings clearly visible (**RMCV**) tick box and in comments how far over.
- Date of WoF, Licence Label expiry, year of manufacture.
- Specific location either outside or opposite
- If the traffic flow was heavy, medium or light (**TH, TM TL**).
- Alternative parking available in the immediate area at the time, and where (**PA**).
- If the hazard lights were on (**HLOn**)...
- How many BYL was the car parked over.
- If the driver or passenger was present/returned, any comments they make (**DR**).
- How the notice was served.

P108: Parked in Area Reserved for Hire or Reward Vehicles - Bus Stop

Not being a vehicle of a class indicated by a sign did stop stand or park a vehicle in an area reserved for vehicles used for hire or reward

Priority: High

For an Offence to be committed:

- The vehicle does not fit the definition as prescribed on the signs
- The signs must be clearly visible
- The area requires yellow road markings

Additional Notes:

- If driver present ask to move vehicle to a legal parking space.
- Issue if vehicle not immediately moved.
- Issue & Tow
- Tour coaches can stop on a bus stop; the driver must remain with the coach and be either downloading or uploading passengers.

Details Required:

- Take photos clearly showing the offence or draw a detailed diagram
- Road markings clearly visible **(RMCV) tick box**
- Signs clearly visible **(RSCV) tick box**
- Distance from signs approximate **DFSA tick box**
- Any time additional information on the signs. (e.g. from 9:00am to 11:00 am Mon-Fri)
- Distance from signs approx
- Date of WoF, Licence Label & number is possible.
- Year of manufacture
- Specific location either outside or opposite
- If the traffic flow was heavy, medium or light **(TH, TM TL)**.
- Alternative parking available in the immediate area at the time, and where **(PA)**.
- If the hazard lights were on **(HLOn)**.
- If the driver or passenger was present/returned, any comments they make **(DR)**.
- How the notice was served.

P108: Parked in Area Reserved for Hire or Reward Vehicles - Taxi Stand

Not being a vehicle of a class indicated by a sign did stop stand or park a vehicle in an area reserved for vehicles used for hire or reward

Priority: Medium

For an Offence to be committed:

- The vehicle does not fit the definition as prescribed on the signs (example not a taxi or looks like a Taxi but displaying a G Label)
- The signs must be clearly visible
- The area requires yellow road markings

Additional Notes:

- If driver present ask to move vehicle to a legal parking space.
- Issue if vehicle not immediately moved.
- Issue only

Details Required:

- Take photos clearly showing the offence or draw a detailed diagram
- Road markings clearly visible **(RMCV) tick box**
- Signs clearly visible **(RSCV) tick box**
- Distance from signs approximate **DFSA tick box**
- Any time additional information on the signs. (e.g. from 9:00am to 11:00 am Mon-Fri)
- Date of WoF, Licence Label expiry, year of manufacture.
- Specific location either outside or opposite
- If the traffic flow was heavy, medium or light **(TH, TM TL)**.
- Alternative parking available in the immediate area at the time, and where **(PA)**.
- If the hazard lights were on **(HLOn)**.
- If the driver or passenger was present/returned, any comments they make **(DR)**.
- How the notice was served.

P109: Parked Within 6M Indicated Bus Stop

Being a driver or person in charge of a vehicle on a road parked a vehicle within 6 metres of a bus stop sign

Priority: High

For an Offence to be committed:

- The vehicle does not fit the definition as prescribed on the signs
- The vehicle is parked within 6 metres of the sign
- The sign must be clearly visible

Additional Notes:

- If driver present ask to move vehicle to a legal parking space.
- Issue if vehicle not immediately moved.
- Issue only

Details Required:

- Take photos clearly showing the offence or draw a detailed diagram
- Road markings clearly visible **(RMCV) tick box**
- Signs clearly visible **(RSCV) tick box**
- Distance from signs approximate **DFSA tick box**
- Any time additional information on the signs. (e.g. from 9:00am to 11:00 am Mon-Fri)
- Date of WoF, Licence Label expiry, year of manufacture.
- Specific location either outside or opposite
- If the traffic flow was heavy, medium or light **(TH, TM TL)**.
- Alternative parking available in the immediate area at the time, and where **(PA)**.
- If the hazard lights were on **(HLOn)**.
- If the driver or passenger was present/returned, any comments they make **(DR)**.
- How the notice was served.

P110: Parked Obstructing Vehicle Entrance

Did stop stand or park a vehicle on a road so as to obstruct entry to or exit from any driveway

Priority: High

For an Offence to be committed:

- The vehicle is parked within 1 metre of the useable vehicle entrance.

Additional Notes:

- If driver present ask to move vehicle to a legal parking space.
- Issue if vehicle not immediately moved.
- Measured by running a straight line from useable vehicle entrance at the property boundary to the kerb.
 - Mark this point on the kerb with chalk,
 - Mark the position of the vehicle on the kerb with chalk.
 - Measure how far the vehicle is either within the useable vehicle entrance (WUVE) or from the useable vehicle entrance (FUVE)
- Issue only if vehicle is less than 900mm from useable vehicle entrance unless there is a good reason to tow Record that reason in officer notes
- Issue and tow if vehicle within useable vehicle entrance or even with useable entrance unless there is a good reason not to tow record that reason in officer notes.
- You do not need a complaint to issue to vehicles parked over vehicle entrances within Pay & Display or time limited areas. Issue only
- All other areas action on complaint. If complaint is from member of public record name and contact phone number in officer notes. If they are not willing to give you that information do not action, advise them to contact base to make the complaint.
- Where there are road markings indicating a parking space within 1 metre of a useable vehicle entrance you can not issue an infringement notice to a vehicle unless it is overhanging the road markings

Details Required:

- Take photos clearly showing the offence or draw a detailed diagram
- Measurement either within the useable vehicle entrance (WUVE) approx or from the useable vehicle entrance (FUVE) approx
- Date of WoF, Licence Label expiry, year of manufacture.
- Specific location either outside or opposite
- If the traffic flow was heavy, medium or light (**TH, TM TL**).
- Alternative parking available in the immediate area at the time, and where (**PA**).
- If the hazard lights were on (**HLOn**).
- If the driver or passenger was present/returned, any comments they make (**DR**).
- How the notice was served.
- If vehicle is towed record tow engaged time (TE) tow arrived time (TA) tow removed time (TR)

P111: Parked Near Fire Hydrant

Parked a motor vehicle within 500mm of a fire hydrant

Priority: Medium

For an Offence to be committed:

- The vehicle is parked within 500mm of the centre of the fire hydrant plate

Additional Notes:

- If driver present advise driver that vehicle must not be left unattended while parked on or within 500 mm of the hydrant.

Details Required:

- Take photos clearly showing the offence or draw a detailed diagram
- Road markings clearly visible (**RMCV**) tick box
- Distance from centre of Fire hydrant approx
- Date of WoF, Licence Label expiry, year of manufacture.
- Specific location either outside or opposite
- If the traffic flow was heavy, medium or light (**TH, TM TL**).
- Alternative parking available in the immediate area at the time, and where (**PA**).
- If the hazard lights were on (**HLOn**).
- If the driver or passenger was present/returned, any comments they make (**DR**).
- How the notice was served.

P112: Parked between a Fire Hydrant and Road Marking

Do not issue to this offence

P113: Double Parked

Double parked a vehicle.

Priority: High

For an Offence to be committed:

- The vehicle is parked with ANOTHER VEHICLE between it and the kerb OR marking defining the edge of roadway.

Additional Notes:

- If driver present ask to move vehicle to a legal parking space.
- Issue if vehicle not immediately moved.
- Issue, tow only if a safety issue or vehicle has been there for an extended time.
- Goods service vehicles have a defense to Double Park, not a right.
- This defense applies when there is no other parking, minimal traffic, and the vehicle is not obstructing other vehicles, (common sense prevails)

Details Required:

- Take photos clearly showing the offence or draw a detailed diagram
- Date of WoF, Licence Label expiry, year of manufacture.
- Specific location either outside or opposite
- If the traffic flow was heavy, medium or light (**TH, TM TL**).
- Alternative parking available in the immediate area at the time, and where (**PA**).
- If the hazard lights were on (**HLOn**).
- If the driver or passenger was present/returned, any comments they make (**DR**).
- How the notice was served.

P114: Incorrect Kerb Parking - Facing Wrong Way

Failed to park a vehicle parallel with the direction of the roadway and as close as possible to the left

Priority: Medium

For an Offence to be committed:

- The vehicle is parked facing towards the flow of traffic.

Additional Notes:

- If driver present ask to move vehicle to a legal parking space.
- Issue if vehicle not immediately moved.
- Issue Only

Details Required:

- Take photos clearly showing the offence or draw a detailed diagram
- Date of WoF, Licence Label expiry, year of manufacture.
- Specific location either outside or opposite
- If the traffic flow was heavy, medium or light (**TH, TM TL**).
- Alternative parking available in the immediate area at the time, and where (**PA**).
- If the hazard lights were on or off (**HLOn**).
- If the driver or passenger was present/returned, any comments they make (**DR**).
- How the notice was served.

P114: Incorrect Kerb Parking - Not Parallel

Failed to park a vehicle parallel with the direction of the roadway and as close as possible to the left

Priority: Medium

For an Offence to be committed:

- The vehicle is parked front or back into the kerb

Additional Notes:

- If driver present ask to move vehicle to a legal parking space.
- Issue if vehicle not immediately moved.
- Vehicles must park parallel to the kerb except in areas where there are road markings to indicate angle parking
- Issue Only

Details Required:

- Take photos clearly showing the offence or draw a detailed diagram
- Date of WoF, Licence Label expiry, year of manufacture.
- Specific location either outside or opposite
- If the traffic flow was heavy, medium or light (**TH, TM TL**).
- Alternative parking available in the immediate area at the time, and where (**PA**).
- If the hazard lights were on or off (**HLOn**).
- If the driver or passenger was present/returned, any comments they make (**DR**).
- How the notice was served.

P115: Parked On Footpath or Cycle path

Parked a motor vehicle on a footpath or cycle path

Priority: Medium

For an Offence to be committed:

- The vehicle is parked either partially or fully on a footpath

Additional Notes:

- If driver present ask to move vehicle to a legal parking space.
- Issue if vehicle not immediately moved.
- Do not issue if the vehicle is parked parallel to the kerb with 2 wheels on the kerb edging rather than footpath.
- Do not issue if there is still sufficient room for pedestrians or a person on a mobility scooter to easily pass the vehicle on the footpath.
- Tow vehicle if pedestrians are forced to walk on road to get around the vehicle.
- If not acting on complaint you need to observe members of public being inconvenienced before towing

Details Required:

- Take photos clearly showing the offence or draw a detailed diagram
- Approx. Measurement for width of footpath and width of vehicle on the footpath are required
- If towing vehicle record reason why in officer notes
- Date of WoF, Licence Label expiry, year of manufacture.
- Specific location either outside or opposite
- If the pedestrian flow is heavy, medium or light
- Alternative parking available in the immediate area at the time, and where (**PA**).
- If the hazard lights were on or off (**HLOn**).
- If the driver or passenger was present/returned, any comments they make (**DR**).
- How the notice was served.

P116: Parked A Trailer on A Roadway Over Seven Days

Parked a trailer on a roadway for a period exceeding seven days

Priority: Same Day

For an Offence to be committed:

- The trailer or caravan has been parked on the road in excess of 7 days without moving

Additional Notes:

- This falls under the Trailer or caravan investigation process
- First visit chalk full date on tyre advise base of registration number.
- A warning letter will be sent to the registered owner.
- 8 days after letter has been sent a notice can be issued provided the chalked date is still clearly visible

Details Required:

- Take photos clearly showing the offence or draw a detailed diagram
- Chalk marks clearly visible
- Date of WoF, Licence Label expiry, year of manufacture.
- Specific location either outside or opposite
- How the notice was served.

P117: Inconsiderate Parking

Being a driver or person in charge of a vehicle did stop stand or park the vehicle without reasonable consideration for other road users

Priority: High

For an Offence to be committed:

- The vehicle must be parked in a manner as to be inconsiderate to other road users.

Additional Notes:

- If driver present ask to move vehicle to a legal parking space.
- Issue if vehicle not immediately moved.
- If a notice can be issued for another parking offence, issue for that instead
- Inconsiderate must be proved (who, what was affected and how).
- Note name and/or description any person who has been inconvenienced and nature of inconvenience.
- **Issue and Tow (if the vehicle is deemed to be inconsiderately parked it needs to be removed)**

Details Required:

- Take photos clearly showing the offence or draw a detailed diagram
- Detailed notes explaining why inconsiderate required
- Date of WoF, Licence Label expiry, year of manufacture.
- Specific location either outside or opposite
- If the traffic flow was heavy, medium or light (**TH, TM TL**).
- Alternative parking available in the immediate area at the time, and where (**PA**).
- If the hazard lights were on or off (**HLOn**).
- If the driver or passenger was present/returned, any comments they make (**DR**).
- How the notice was served.

P119: Parked On a Loading Zone - Incorrect Vehicle Class

Vehicle did stop stand or park on part of the roadway that was reserved as a loading zone when the vehicle was not of a class specified on the sign

Priority: Medium

For an Offence to be committed:

- The vehicle does not meet the class of vehicle. The vehicle must be either designed specifically for the carriage of good (van, truck, station wagon or hatchback with the rear seats down) or be registered as a good service vehicle
- The signs must be clearly visible front & rear of the vehicle.
- The area requires yellow road markings

Additional Notes:

- If driver present ask to move vehicle to a legal parking space.
- Issue if vehicle not immediately moved.

Details Required:

- Take photos clearly showing the offence or draw a detailed diagram
- Road markings clearly visible **(RMCV) tick box**
- Signs clearly visible **(RSCV) tick box**
- Distance from signs approximate **DFSA tick box**
- Any time additional information on the signs. (e.g. from 9:00am to 11:00 am Mon-Fri)
- Date of WoF, Licence Label expiry, year of manufacture.
- Specific location either outside or opposite
- If the traffic flow was heavy, medium or light **(TH, TM TL)**.
- Alternative parking available in the immediate area at the time, and where **(PA)**.
- If the hazard lights were on or off **(HLOn)**.
- If the driver or passenger was present/returned, any comments they make **(DR)**.
- How the notice was served.

P119: Parked on a Loading Zone - Exceeded Time Limit

Do not issue to this offence use P106.

P119: Parked On a Loading Zone - Vehicle Unattended

Vehicle was left unattended for more than five minutes

Priority: Medium

For an Offence to be committed:

- The vehicle fits class of vehicle and must be observed for longer than the restriction period and you have not seen anyone attending the vehicle
- The signs must be clearly visible front & rear of the vehicle.
- The area requires yellow road markings

Additional Notes:

- Must observe vehicle for 5 minutes to see if any one returns to vehicle.

Details Required:

- Take photos clearly showing the offence or draw a detailed diagram
- How long they observed the vehicle with no one in attendance.
- Road markings clearly visible **(RMCV) tick box**
- Signs clearly visible **(RSCV) tick box**
- Distance from signs approximate **DFSA tick box**
- Any time additional information on the signs. (e.g. from 9:00am to 11:00 am Mon-Fri)
- Date of WoF, Licence Label expiry, year of manufacture.
- Specific location either outside or opposite
- If the traffic flow was heavy, medium or light (**TH, TM TL**).
- Alternative parking available in the immediate area at the time, and where (**PA**).
- If the hazard lights were on or off (**HLOn**).
- If the driver or passenger was present/returned, any comments they make (**DR**).
- How the notice was served.

P119: Parked on a Loading Zone - Not Loading/Unloading

Do not issue to this offence Issue unattended

P120: Incorrect Angle Parking

Parked a vehicle otherwise than at an angle where angle parking required

Priority: Medium

For an Offence to be committed:

- The vehicle is parked parallel to the kerb when the road markings indicate angle parking

Additional Notes:

- If driver present ask to move vehicle to a legal parking space.
- Issue if vehicle not immediately moved.
- Issue Only

Details Required:

- Take photos clearly showing the offence or draw a detailed diagram
- Road markings clearly visible (**RMCV**) tick box
- Date of WoF, Licence Label expiry, year of manufacture.
- Specific location either outside or opposite
- If the traffic flow was heavy, medium or light (**TH, TM TL**).
- Alternative parking available in the immediate area at the time, and where (**PA**).
- If the hazard lights were on or off (**HLOn**).
- If the driver or passenger was present/returned, any comments they make (**DR**).
- How the notice was served.

P124: Parked Wrong Way in One-Way Street

Parked a motor vehicle on a roadway so it did not face in the same direction as the vehicles proceeding along a one-way road

Priority: Medium

For an Offence to be committed:

- The vehicle is parked facing the flow of traffic in a one way street

Additional Notes:

- If driver present ask to move vehicle to a legal parking space.
- Issue if vehicle not immediately moved.
- Issue Only

Details Required:

- Take photos clearly showing the offence or draw a detailed diagram
- Date of WoF, Licence Label expiry, year of manufacture.
- Specific location either outside or opposite
- If the traffic flow was heavy, medium or light (**TH, TM TL**).
- Alternative parking available in the immediate area at the time, and where (**PA**).
- If the hazard lights were on or off (**HLOn**).
- If the driver or passenger was present/returned, any comments they make (**DR**).
- How the notice was served.

P127: Parked On a Flush Median or Traffic Island

Parked a vehicle on a road on a flush median or traffic island

Priority: Medium

For an Offence to be committed:

Vehicle parked on a roundabout or traffic island or median strip in centre of road

Additional Notes:

- If driver present ask to move vehicle to a legal parking space.
- Issue if vehicle not immediately moved.
- Issue Only

Details Required:

- Take photos clearly showing the offence or draw a detailed diagram
- Road markings clearly visible **(RMCV) tick box**
- Date of WoF, Licence Label expiry, year of manufacture.
- Specific location either outside or opposite
- If the traffic flow was heavy, medium or light (**TH, TM TL**).
- Alternative parking available in the immediate area at the time, and where (**PA**).
- If the hazard lights were on or off (**HLOn**).
- If the driver or passenger was present/returned, any comments they make (**DR**).
- How the notice was served.

P128: Parked In A Special Vehicle Lane

Being a driver or person in charge of a vehicle did stop stand or park the vehicle in a lane restricted to a specified class or classes of vehicle without belonging to that class

Priority: Medium

For an Offence to be committed:

Vehicle is parked in a special vehicle lane during the sign posted hours of operation
The signs and road markings must be clearly visible

Additional Notes:

- If driver present ask to move vehicle to a legal parking space.
- Issue if vehicle not immediately moved.
- Tow on instruction.

Details Required:

- Take photos clearly showing the offence or draw a detailed diagram
- Signs clearly visible **(RSCV) tick box**
- Distance from signs approximate **DFSA tick box**
- Road markings clearly visible **(RMCV) tick box**
- Date of WoF, Licence Label expiry, year of manufacture.
- Specific location either outside or opposite
- If the traffic flow was heavy, medium or light **(TH, TM TL)**.
- Alternative parking available in the immediate area at the time, and where **(PA)**.
- If the hazard lights were on or off **(HLOn)**.
- If the driver or passenger was present/returned, any comments they make **(DR)**.
- How the notice was served.

P132: Left Passenger Service Vehicle Unattended In a Reserved Stopping Place

Being a driver or person in charge of a passenger service vehicle stopped in an area reserved for vehicles of such a class you did leave the vehicle unattended

Priority: Medium

For an Offence to be committed:

- A bus / tour coach/ shuttle with more than 9 seats including the driver is parked on a Bus Stop unattended. (No driver with vehicle)

Additional Notes:

- Issue Only

Details Required:

- Take photos clearly showing the offence or draw a detailed diagram
- Road markings clearly visible **(RMCV) tick box**
- Signs clearly visible **(RSCV) tick box**
- Distance from signs approximate **DFSA tick box**
- Any time additional information on the signs. (e.g. from 9:00am to 11:00 am Mon-Fri)
- Date of WoF, Licence Label expiry, year of manufacture
- Specific location either outside or opposite
- If the traffic flow was heavy, medium or light **(TH, TM TL)**.
- Alternative parking available in the immediate area at the time, and where **(PA)**.
- If the hazard lights were on or off **(HLOn)**.
- If the driver or passenger was present/returned, any comments they make **(DR)**.
- How the notice was served.

P133: Incorrect Kerb Parking One-Way Road

Priority: Medium

For an Offence to be committed:

- Vehicle is parked facing the correct direction but not as close as practical to the kerb (parked out into flow of traffic)

Additional Notes:

- If driver present ask to move vehicle to a legal parking space.
- Issue if vehicle not immediately moved.
- Issue Only

Details Required:

- Take photos clearly showing the offence or draw a detailed diagram
- Date of WoF, Licence Label expiry, year of manufacture.
- Specific location either outside or opposite
- If the traffic flow was heavy, medium or light (**TH, TM TL**).
- Alternative parking available in the immediate area at the time, and where (**PA**).
- If the hazard lights were on or off (**HLOn**).
- If the driver or passenger was present/returned, any comments they make (**DR**).
- How the notice was served.

P406: Displays item likely to be mistaken for plate or licence

Operated a motor vehicle by causing or permitting it to be on a road when the motor vehicle displayed an object or design that was reasonably likely to be mistaken for a plate or licence authorised to be affixed to the motor vehicle under Part 17 of the Land Transport Act 1998

Priority: Low

For an Offence to be committed:

- Personally made plate or label
- Fraudulent plate or label

Additional Notes:

- Take detailed notes and photo's
- Notices to be posted

Details Required:

- Take photo of Licence Label & WoF & plates
- Odometer reading if available
- Note if there is a Dealer Plate on the vehicle.
- Date of WoF, Licence Label expiry & number on label if readily accessible.
- Year of manufacture.
- Specific location either outside or opposite
- If the driver or passenger was present/returned, any comments they make (**DR**).
- How the notice was served.

P405: Displayed other than authorised motor vehicle licence- parked vehicle

Operated a motor vehicle by causing or permitting it to be on a road when the motor vehicle displayed a licence that was not authorised to be affixed to the motor vehicle under Part 17 of the Land Transport Act 1998

Priority: Low

For an Offence to be committed:

- Not a current label for **that** vehicle

Additional Notes:

Details Required:

- Take photo of Licence Label & WoF & plates
- Odometer reading
- Note if there is a Dealer Plate on the vehicle
- Date of WoF, Licence Label expiry & LL number
- Year of manufacture.
- Specific location either outside or opposite
- If the driver or passenger was present/returned, any comments they make (**DR**).
- How the notice was served.

P404: Displayed other than authorised registration plate

Operated a motor vehicle by causing or permitting it to be on a road when the motor vehicle displayed a registration plate that was not authorised to be affixed to the motor vehicle under Part 17 of the Land Transport Act 1998

Priority: Low

For an Offence to be committed:

- Not correct plate for **that** vehicle for the vehicle.

Additional Notes:

- Take detailed notes and photo's
- Notices to be posted

Details Required:

- Take photo of Licence Label & WoF & plates
- Odometer Reading
- Specific location either outside or opposite
- Date of WoF, Licence Label expiry & number of LL if readily accessible
- Year of manufacture.
- If the driver or passenger was present/returned, any comments they make (**DR**).
- How the notice was served.

P408: Obscured or indistinguishable registration plate – parked vehicle

Operated a motor vehicle by causing or permitting it to be on a road when the motor vehicle had affixed to it a registration plate that was obscured or rendered or allowed to become not easily distinguishable

Priority: Low

For an Offence to be committed:

- Plate is either twisted or buckled or covered in mud or rust or painted wrongly and cannot be seen properly

Additional Notes:

Issue Only

Details Required:

- Take photo of Licence Label & WoF & Plates
- If a plate is in an incorrect position, note if it could have been attached correctly.
- Date of WoF, Licence Label expiry, year of manufacture.
- Odometer reading
- Specific location either outside or opposite
- If the traffic flow was heavy, medium or light (**TH, TM TL**).
- If the hazard lights were on or off (**HLOn**).
- If the driver or passenger was present/returned, any comments they make (**DR**).
- How the notice was served.

P403: Registration plates not affixed in prescribed manner – parked vehicle

Did operate a motor vehicle in contravention of section 242(1) of the Land Transport 1998 Act by driving or using the motor vehicle on a road when there was not affixed to it and displayed in the manner prescribed by the Land Transport (Motor Vehicle Registration & Licensing) Regulations 2011 the registration plates issued to the vehicle

Priority: Low

For an Offence to be committed:

- Plate is not displayed on front or rear of vehicle in prescribed manner. Plate maybe on the dash or in the rear window or missing.

Additional Notes:

- Issue if the plate is not in the correct position e.g. on the dashboard or seat.

Details Required:

- Take photo of Licence Label & WoF & Plates
- Note what plate is missing/incorrect, and what is wrong with it.
- If a plate is in an incorrect position, note if it could have been attached correctly.
- Date of WoF, Licence Label expiry & LL number if readily accessible
- Year of manufacture.
- Odometer reading
- Specific location either outside or opposite
- If the driver or passenger was present/returned, any comments they make (**DR**).
- How the notice was served.

P411: Current licence label not affixed in prescribed manner

Did operate a motor vehicle in contravention of section 242(1) of the Land Transport 1998 by using the motor vehicle on a road when there was not affixed to it and displayed in the manner prescribed by the Land Transport (Motor Vehicle Registration & Licensing) Regulations 2011 the current licence issued to the vehicle and appropriate for its use

Priority: Low

For an Offence to be committed:

- Licence label is not displayed in prescribed manner.
- Wrong type of label e.g. A class, B class etc

Additional Notes:

- Issue if the licence label is not visible
- Issue of wrong class of label
-

Details Required:

- Take photo of Licence Label & WoF & Plates.
- Date of WoF, Licence Label & number
- Year of manufacture
- Odometer reading
- Specific location either outside or opposite
- If the driver or passenger was present/returned, any comments they make (**DR**).
- How the notice was served.

P409: Obscured or indistinguishable licence label – parked vehicle

Operated a motor vehicle by causing or permitting it to be on a road when the motor vehicle had affixed to it a licence that was obscured or rendered or allowed to become not easily distinguishable

Priority: Low

For an Offence to be committed:

- The label is covered with something so that you can not read it properly
- The label has been altered

Additional Notes:

- If in suburban areas chalk and date on the tyre.

Details Required:

- Take photo of Licence Label & WoF & Plates
- Note if there is a Dealer Plate on the vehicle
- Odometer reading if available
- Date of WoF, Licence Label & number
- Year of manufacture
- Specific location either outside or opposite
- If the driver or passenger was present/returned, any comments they make (**DR**).
- How the notice was served.

P402: Operated an un-licensed motor vehicle – parked vehicle

Did operate a motor vehicle in contravention of section 242(1) of the Land Transport Act 1998 by driving or using the motor vehicle on a road when it was not licensed in accordance with Part 17 of the Act.

Priority: Low

For an Offence to be committed:

- Issue if expired in excess of 14 days.

Additional Notes:

- If in suburban areas chalk and date on the tyre.

Details Required:

- Take photo of Licence Label & WoF & Plates
- Record odometer
- Note if there is a Dealer Plate on the vehicle.
- Date of WoF, Licence Label expiry, year of manufacture
- Specific location either outside or opposite
- If the driver or passenger was present/returned, any comments they make (**DR**).
- How the notice was served.

P410: Used vehicle with exemption from continuous licensing- parked vehicle

Operated a motor vehicle by causing or permitting it to be on a road while an exemption from continuous licence under regulation 20 of the Land Transport (Motor Vehicle Registration & Licensing) Regulations 2011 was in force

Priority: Low

P816: Parking over a Line marking a Parking Space

Parked a vehicle on street on or over a line marking indicating the limits of a metered space

Do not issue to this offence

P969: Parked in Area Reserved for Disabled Persons

Did stop stand or park a vehicle in a parking area reserved for disabled persons when not entitled to do so

Priority: Medium

For an Offence to be committed:

- The vehicle is parked in a Mobility Park without a valid Mobility Card displayed

Additional Notes:

- If driver present ask to move vehicle to a legal parking space.
- Issue if vehicle not immediately moved.
- Only vehicles displaying Mobility Cards may park in these parks
- Christchurch accepts Mobility Cards from other area provided they are valid
- Issue if signs and road markings are clear and visible.
- Vehicles with Mobility cards parked in Mobility Parks are not required to Pay & Display unless there is a supplementary sign on the Mobility Sign stating that the park is Pay & Display
- Issue Only

Details Required:

- Take photos clearly showing the offence or draw a detailed diagram
- Road markings clearly visible **(RMCV) tick box**
- Signs clearly visible **(RSCV) tick box**
- Distance from signs approximate **DFSA tick box**
- Any time additional information on the signs. (e.g. from 9:00am to 11:00 am Mon-Fri)
- No mobility card Displayed (NMCD) If expired card displayed record all details
- Date of WoF, Licence Label expiry, year of manufacture.
- Specific location either outside or opposite
- If the traffic flow was heavy, medium or light **(TH, TM TL)**.
- Alternative parking available in the immediate area at the time, and where **(PA)**.
- If the hazard lights were on or off **(HLOn)**.
- If the driver or passenger was present/returned, any comments they make **(DR)**.
- How the notice was served.

Q155: Displayed an Expired Pay & Display Parking Meter Ticket

Being the driver or person in charge of a vehicle permitted that vehicle to remain parked in a pay and display parking meter area while the parking ticket displayed in it showed the time paid for had expired

Priority: Medium

For an Offence to be committed:

- The vehicle must be parked in a Pay & Display area with an expired ticket
- The signs must be clearly visible front & rear of the vehicle and have arrows defining the area.

Additional Notes:

- When chalking area prior to enforcement hours the time the vehicle was chalked must be recorded in the officer notes.
- Grace period = 10 minutes
- Mobility Card holders receive additional time on P60 time limits. P60 = Time on Pay & Display ticket + 60 +10
- Requires 2 signs with the machine between the signs

Proving the Offence:

- Signs must be correct, e.g. readable, clearly visible front and rear or either side of vehicle with arrows indicating the area.
- Machine is working & shows hours of enforcement
- Expired ticket displayed (must be expired by at least 10 minutes at time of issue)
- Chalk tyre with full time and return after grace period
- Chalked time must be clear and visible on return
- Recheck to see if there is now a valid Pay and Display Ticket on the dashboard of the vehicle.
- Recheck machine to make sure it is still in working order.
- Check for current parking coupons and/or Mobility card.

Details Required:

- Signs clearly visible **(RSCV) tick box**
- Distance from signs approximate **DFSA tick box**
- Any time additional information on the signs. (e.g. from 9:00am to 11:00 am Mon-Fri)
- Distance from signs approx
- If a mobility card is displayed & details **(MCD).tick box**
- That the chalk marks are clear and visible.
- Chalk time if prior to time limit restrictions
- Required information Machine Number, Fee Paid, Expiry Time,
- If coupon displayed **(CD) and details**
- WOF and Licence Label expiry, year of manufacture
- Specific location either outside or opposite
- If the driver or passenger was present/returned, any comments they make **(DR)**.
- How the notice was served.

Q156: Failed To Display Valid Pay and Display Parking Receipt

Being the driver or person in charge of a vehicle parked in a pay and display area did fail to display a valid parking meter ticket in a manner so as to be readily visible to inspection from outside the vehicle. Priority: Medium

For an Offence to be committed:

- The vehicle must be parked in a Pay & Display area with no Pay & Display ticket
- The signs must be clearly visible front & rear of the vehicle and have arrows defining the area.

Additional Notes:

- When chalking area prior to enforcement hours the time the vehicle was chalked must be recorded in the officer notes.
- Grace period = 10 minutes
- Mobility Card holders must have a Pay & Display to be eligible for any additional time.
- Requires 2 signs with the machine between the signs

Proving the Offence:

- Signs must be correct, e.g. readable, clearly visible front and rear or either side of vehicle with arrows indicating the area.
- Machine is working & shows hours of enforcement
- Either no ticket displayed or one from previous date
- Chalk tyre with full time and return after grace period
- Chalked time must be clear and visible on return
- Recheck to see if there is now a valid Pay and Display Ticket on the dashboard of the vehicle.
- Recheck machine to make sure it is still in working order.
- Check for current parking coupons and/or Mobility card.

Details Required:

- Take photos clearly showing the dashboard area licence label and plates or make notes about what is on the dashboard area
- Signs clearly visible **Tick Box**
- Distance from signs approximate **DFSA tick box**
- Any time additional information on the signs. (e.g. from 9:00am to 11:00 am Mon-Fri)
- Chalk clearly visible
- Chalk time if prior to time limit restrictions
- Licence Label, WoF expiry date, Year of manufacture.
- If a mobility card is displayed (**MCD** and details Tick box)
- Coupon displayed & details (**CD**) tick box
- Specific location either outside or opposite
- Alternative parking available in the immediate area at the time, and where (**PA**).
- If the hazard lights were on or off (**HLOn**).
- WOF and Licence Label expiry, Year of manufacture
- If the driver or passenger was present/returned, any comments they make (**DR**).
- How the notice was served.

Q163: Failed To Display Parking Coupon in Prescribed Manner – All Coupon Offences

Being the driver or person in charge of a vehicle on a road did display an expired, an invalid, a pre-programmed, an incompletely programmed, an incorrectly dated (wrong date), a previously used or an illegible parking coupon.

Priority: Medium

For an Offence to be committed:

- Vehicle parked in a Pay & Display area displaying a coupon that is not valid.
- The signs must be clearly visible front & rear of the vehicle and have arrows defining the area.

Additional Notes:

- When chalking area prior to enforcement hours the time the vehicle was chalked must be recorded in the officer notes.
- Grace period = 10 minutes
- Mobility Card holders receive additional time on P60 time limits. P60 = P60 coupon + 60 +10
- Requires 2 signs with the machine between the signs

Proving the Offence:

- Signs must be correct, e.g. readable, clearly visible front and rear or either side of vehicle with arrows indicating the area.
- Machine is working & shows hours of enforcement
- Incorrect coupon displayed (must be expired by at least 10 minutes at time of issue)
- Chalk tyre with full time and return after grace period
- Chalked time must be clear and visible on return
- Recheck to see if there is now a valid Pay and Display Ticket on the dashboard of the vehicle.
- Recheck machine to make sure it is still in working order.
- Check for current parking coupons and/or Mobility card.

Details Required:

- Signs clearly visible **(RSCV) tick box**
- Distance from signs approximate **DFSA tick box**
- Any time additional information on the signs. (e.g. from 9:00am to 11:00 am Mon-Fri)
- If a mobility card is displayed **(MCD)**. Tick box and enter details
- That the chalk marks are clear and visible.
- Chalk time if prior to time limit restrictions
- All coupon details.
- Take photo of coupon
- WOF and Licence Label expiry, year of manufacture.
- Specific location either outside or opposite
- If the driver or passenger was present/returned, any comments they make **(DR)**.
- How the notice was served.

Q172: Parked In Excess of Maximum Time in Pay and Display Area – Christchurch

Being the driver or person in charge of a vehicle parked in a pay and display area and failed to remove the vehicle when it was parked in excess of the maximum time declared for the area

Priority: Medium

For an Offence to be committed:

- The vehicle has been chalked with the full time and chalk marks are clear and visible in excess of the time limit for the pay & display area

Additional Notes:

- Mobility Card holders receive additional time on P60 time limits. P60 = Time on Pay & Display ticket + 60 +10

Proving the Offence:

- Signs must be correct, e.g. readable, clearly visible front and rear or either side of vehicle with arrows indicating the area.
- Machine is working & shows hours of enforcement
- Chalk tyre with full time and return after the time limit for the area plus grace period is exceeded i.e. 60+10
- Chalked time must be clear and visible on return
- Check for current parking coupons and/or Mobility card.

Details Required:

- Signs clearly visible **(RSCV) tick box**
- Distance from signs approximate **DFSA tick box**
- Any time additional information on the signs. (e.g. from 9:00 am to 11:00 am Mon-Fri)
- If a mobility card is displayed & details **(MCD)**. Tick box
- That the chalk marks are clear and visible. Tick box
- Chalk time if prior to time limit restrictions
- Details of any Pay & Display ticket or coupon displayed
- WOF and Licence Label expiry, Year of manufacture.
- Coupon displayed & details **(CD)**
- Specific location either outside or opposite
- If the driver or passenger was present/returned, any comments they make **(DR)**.
- How the notice was served.

V557: Operated a Vehicle with a Damaged Tyre

Operated on a road a vehicle when a tyre fitted to the vehicle had worn or damaged or visible cords apparent by external examination

Priority: Low

For an Offence to be committed:

- Issue if any wire or canvas is showing.

Additional Notes:

- If more than one tyre damaged take photos of all tyres but issue only one notice.

Details Required:

- Take photos clearly showing the offence or draw a detailed diagram
- Which tyre is involved, and what is wrong with it.
- Make, model and size of the tyre.
- Condition of the other tyres.
- Date of WoF, Licence Label expiry, year of manufacture.
- Specific location either outside or opposite
- If the driver or passenger was present/returned, any comments they make (**DR**).
- How the notice was served.

V561: Operated a Vehicle with a Tyre with Less Than 1.5mm Tread Depth

Operated on a road a motor vehicle with a pneumatic tyre that had a tread pattern less than 1.5mm in depth

Do not issue to this offence