

10 April 2014

Mr James Fuller

fyi-request-1544-eb1ca86f@requests.fyi.org.nz

Dear Mr Fuller

Local Government Official Information and Meetings Act 1987

CAS-245573-F6S3Q9

Thank you for your email dated 7 April 2014, which Auckland Transport received on the same date requesting a copy of our procedures for issuing parking infringements.

The procedures for issuing a parking infringement cover a raft of legislative requirements.

These can be found on the attached link.

<http://www.nzta.govt.nz/resources/traffic-control-devices-manual/part-13-parking-control/docs/13-parking-control.pdf>

N.B. There is a variety of parking infringements that may require a slightly different commencement of issuing the notice.

Preceding the issuance the Officer will:

- Assess the restriction to ensure the correct signage and markings are as per legislation
- If it is a zero tolerance safety offence, no observation period is required
- In standard time restriction parking, the Officer will "chalk" the vehicle and return at the interval of the restriction eg. P15 = 15 minutes. The Officer will issue on the 16th minute
- If the vehicle is parked in a pay & display area, the officer will permit a 10 minute grace period within the CCPZ (Central City Parking Zone) and issue on the 11th minute.
- If the vehicle is in a pay & display area outside the CCPZ, the grace period is 6 minutes.

(This function is for the parker to avail themselves of a valid parking receipt)

The grace period is at the commencement of parking and there is no grace period post the expiry of the receipt.

- The Officer will take up to three photographs of the vehicle / offence, if light conditions permit
- The Officer will initiate the infringement with vehicle registration and vehicle details

- State start time and end time for the offence (if applicable)
- Nominate the physical location of the vehicle, eg opposite #53 Albert Street
- The style of infringement
- Any further particular notes may be captured within the notes field and or the officers note book


Once completed, the Officer will double check the infringement then either attach to the vehicle or elect to post out depending upon the situation.

The above outlines the standard issuance protocol.

We trust that the above information has addressed your query however you have the right in accordance with section 27(3) of the Local Government Official Information and Meetings Act 1987 (LGOIMA) to make a complaint to the Office of the Ombudsman if you are not satisfied with our response.

Should you have any further queries please do not hesitate to contact Auckland Transport on 355 3553 quoting Official Information request number CAS-245573-F6S3Q9.

Yours sincerely



Trevor Starr
Manager Parking and Enforcement