

Guidance on completion of the annual survey of civil parking enforcement

General points

- The data being collected in this survey are those referred to in the section 'Returns to Government on enforcement action' on page 22 of the *Operational Guidance to Local Authorities: Parking Policy and Enforcement*. They are also the same items of statistical data you may wish to include in your parking annual report (see page 20 of the Operational Guidance).
- All figures need to be provided for the last two **financial** years:
 - a) Final estimates: 1 April 2008 – 31 March 2009
 - b) Provisional estimates: 1 April 2009 – 31 March 2010
- The figures provided should be a snapshot as at **1st October 2010**. We are asking for these data to relate to a specific date to ensure greater consistency across Local Authorities and across years. Should this prove to be difficult, a day or two before or after the 1st October will be acceptable. While your reports do not have to be run on 1st October, they should reflect the position on 1st October, or as close as possible to 1st October.
- Since this is a survey of civil parking enforcement only, please **do not** include any PCNs issued for moving traffic or bus lane contraventions.
- Figures need to be split by on and off-street enforcement. Separate columns in the return are provided for this purpose. If you are currently unable to split your data by on and off-street enforcement for any or all of the questions, please give a split where possible, otherwise provide aggregated data in the '**on-street**' column and make a note in the comments box at the end of the online form. If your authority does not have any off-street parking enforcement, please enter zeros.
- All figures in the return should refer to those PCNs included in question 1c. Answers to questions 1a and 1b (and therefore 1c) should include all PCNs issued during the reporting period, but **excluding** voids and tests.
- Any items that are greyed out on the form are automatic sums of other items; you do not need to enter anything in these boxes.

Section 1 – Penalty Charges Notices ISSUED

1a/1b	Higher-level and lower-level contraventions are distinguished by the severity of the offence. Include all PCNs issued during the reporting periods (1 April–31 March) excluding voids and tests.
1c	This is an automatic sum of 1a and 1b.

1d–1g	Please note that where only a portion of the relevant amount has been paid, the PCN should be included as unpaid (1g). This does not include those PCNs which were paid legitimately at the discount rate; these should be included in 1d.
1d	This should be the number of PCNs included in 1c which were paid at 50% of the full rate, regardless of when they were paid.
1e	This should be the number of PCNs included in 1c which were paid at face value or at surcharge i.e. all those which have been paid, but not at the discount rate.
1f	The total number of PCNs issued during the reporting period that have been paid i.e. the sum of 1d and 1e.
1g	Total number of PCNs unpaid should be the difference between 1c and 1f.
1h	This figure is the number of applications made to register road traffic debts at the Traffic Enforcement Centre relating to those PCNs included at 1c.

Section 2 – Penalty Charges Notices CANCELLED

2a/2b	This should include all PCNs that were challenged, for any reason, whether formally or informally. 'Approved devices' refers to devices that have been approved by the Secretary of State as sources of primary evidence. These will be CCTV cameras, either static or mobile (smart cars). 2a should include only those PCNs that were issued by a CEO.
2d/2e	This should include those challenges included in 2a/2b which were successful. Please distinguish between those PCNs cancelled due to statutory reasons (2e) and those cancelled or waived for other reasons (2d). Please refer to questions for examples of PCNs falling in each category, as LAs do not use consistent definitions for PCNs cancelled, waived and written-off.
2h	This item should include all PCNs that could not be processed further due to admin error, motorist untraceable etc.

Section 3 – Immobilisations/removals before actions following a warrant of execution

If your authority does not use immobilisation/removal powers, please indicate this in question 3a, leaving questions 3b and 3c blank.

If your authority does use these powers but either of the figures is zero for the reporting period, please enter a zero as appropriate. For all of the questions in this section, we are only interested in those immobilisations/removals instigated by the local authority; please do not include any that may have been undertaken by bailiffs as action following a warrant of execution.

Comments

Please use the comments box to clarify any of the information you have provided – the more explanation you can provide at this stage, the less likely it is we will have to follow up with further questions later.