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East Sussex
County Council



PARKING IN EAST SUSSEX

ANNUAL REPORT 2008 - 2009

PARKING IN EAST SUSSEX
ANNUAL REPORT

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OVERVIEW

Matthew Lock

**Lead Member for Transport & Environment
East Sussex County Council**

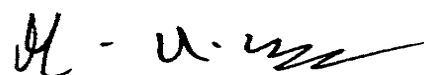
On 31 March 2008, the Traffic Management Act 2004 came into operation nationally. The emphasis of the new Act is for enforcement authorities to increase compliance with parking restrictions through clear, well-designed, legal and enforced parking controls. Civil Parking Enforcement (CPE) provides a means by which an authority can effectively deliver wider transport strategies and objectives. The objective of CPE should be to achieve 100 per cent compliance.

On the 13 October 2008, CPE was introduced across the whole of the Borough of Eastbourne. Enforcement commenced on the 20 October 2008, and the immediate focus was in the town centre and arterial routes used by buses. Both aspects of the new arrangements – the new controls in the town centre and the adoption of civil enforcement borough-wide – are enabling us to tackle any problems that are associated with parking in breach of the current regulations and achieve general compliance.

As part of the regeneration of central St Leonards, and following on from the completion of an Economic Impact Assessment study, a full review was conducted of the parking provision and restrictions in this area. In 2008/09 there were major improvements planned and implemented for the benefit of residents and businesses in the area. The newly-implemented parking restrictions included the introduction of echelon parking in Warrior Square.

A review of the Lewes parking scheme was completed in December 2007. During this year, the changes to existing controls and introduction of new areas have been settling in. We have already started to receive requests for a further review of the Lewes scheme from areas outside of the existing controlled parking zone, where people are asking us to look into the possibility of extending the zone.

A review of strategic parking issues in Lewes Town was commissioned during the year by Lewes District Council in consultation with the County Council. It will look at issues such as supply and demand for parking and opportunities to improve overall parking arrangements. The report is due to be received and considered in autumn 2009, and will be publicly available.



Councillor Matthew Lock



1. WHAT BENEFITS DO PARKING CONTROLS BRING?

1.1 Balancing needs

Parking controls and enforcement will always be a balance between restricting the needs of some in order to protect or enhance the needs of others, and that is a difficult balance to achieve. We aim to introduce controls and to undertake enforcement sensitively and in the best interest of those most directly affected – the motorist, the commercial driver, and residents and businesses in the streets concerned.

1.2 Improving transport and reducing environmental impact

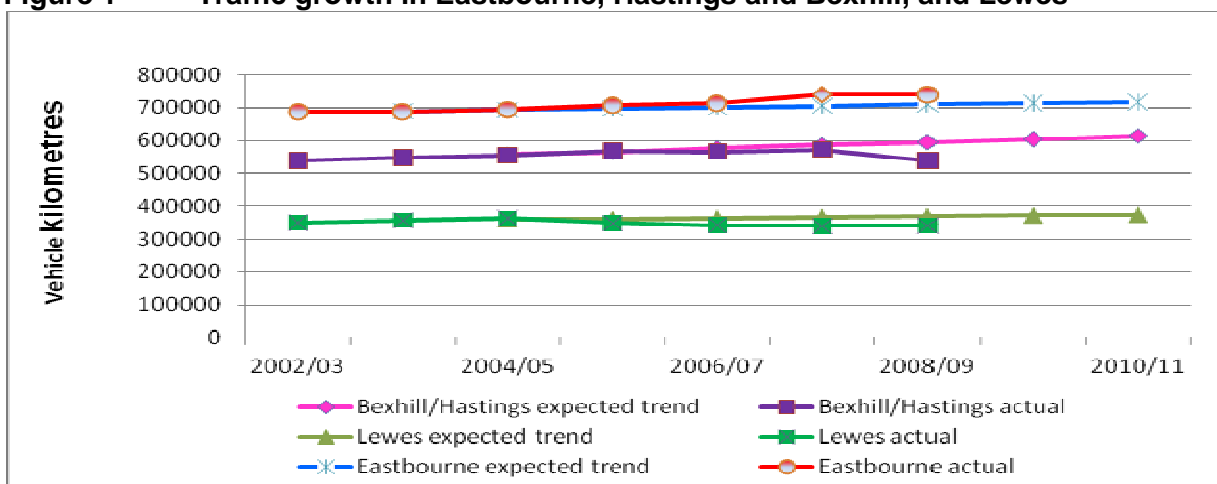
The effective control of parking is a crucial element of the County Council's wider strategy to improve transport choice, reduce congestion and enhance the environment, as set out in our Local Transport Plan¹. Those areas in which parking controls have been introduced are already experiencing the benefits.

In Lewes, the upward trend in traffic has actually been reversed and traffic has fallen to pre-2001 levels (figure 1). The reduction in traffic levels is primarily because people no longer pointlessly drive around and around looking for somewhere to park. Crucially, this has been achieved without deterring motorists from visiting the town.

In Hastings, the increased trend in traffic levels has been gradually slowed and bus patronage has increased over the last four years, leading to a reverse in the upward trend in traffic. Effective parking enforcement has been a decisive factor in assisting the free movement of traffic, in particular for public transport within the area, and accords with the objectives of the Hastings Quality Bus Partnership to improve the reliability and punctuality of bus services in the town. One example of how this is being achieved is Civil Enforcement Officers (CEOs) riding on local bus services in order to regularly enforce the bus stop clearways in the town.

In Eastbourne, the upward trend in traffic levels has continued to increase well above the target level. It is expected to decrease with the introduction of Civil Parking Enforcement (CPE) in Eastbourne to be more in line with the LTP target. This reduction is expected to be for those reasons detailed for Lewes and the improved quality of the bus network and services in the town.

Figure 1 Traffic growth in Eastbourne, Hastings and Bexhill, and Lewes



¹ <http://www.eastsussex.gov.uk/roadsandtransport/localtransportplan/ltp2/downloadltp2.htm>

1.3 Reinvesting parking surpluses

Once the set up costs for the scheme have been repaid, all surplus income from parking on the highway is reinvested in local transport improvements in the areas in which the charges are levied. To date, in Hastings and Lewes, a total of over £1.5 million has been invested in pedestrian crossings, support for bus services and maintenance of real-time bus information systems, and a range of other improvements. Details are given in Appendix B.

2. LEADING THE WAY IN TRANSPARENCY AND FAIRNESS

2.1 Open about information

In East Sussex, we aim to operate our parking schemes transparently. All information about the schemes is publicly available, much of it in this annual report.

2.2 Open about policies

We have developed detailed rules to help us to apply the schemes fairly and consistently; these cover the circumstances in which we issue tickets, the tolerances that we apply, whether we observe a vehicle for a period before issuing a ticket and the factors that we take into account in deciding whether to cancel a ticket.

We publish these policies² so that what we do is transparent and so that anyone can comment on them. Although we recognise that there will inevitably be differences of opinion about the “rights and wrongs” of individual cases, we want to build a general consensus about how the controls should be applied and interpreted.

2.3 Parking Charter

We have a Parking Charter that sets out in plain English what motorists can expect of us and what we expect of motorists; please see page 7.

2.4 No commission or incentive to issue tickets

In East Sussex, no CEO receives commission. We pay our enforcement contractors fixed fees for providing a service, and all contractors are chosen after competitive tendering to ensure that we get the best value for money. Neither contractors nor individual CEOs have targets related to the number of tickets that they issue, and they have no incentive to issue more tickets.

2.5 Striving for fairness

Our rules build in a number of “tolerances”. We realise, for example, that people can sometimes be a few minutes late getting back to their car so, unlike many authorities, we do not issue a ticket to anyone who has paid to park until they are at least ten minutes overdue.

² Policies can be seen on the ESCC website at <http://www.eastsussex.gov.uk/yourcouncil/about/committees/meetingpapers/cabinettransport/2008/31march.htm> and www.hastings.gov.uk/parking

We would prefer not to issue any tickets, and we publish leaflets to help people to understand and comply with the rules. If we do issue a ticket, and the motorist challenges it, we consider the matter in accordance with our policies and cancel any tickets that are found to have been wrongly issued or if there were extenuating circumstances.

A detailed analysis of tickets issued in East Sussex is given in this report. Summary figures for all civil enforcement schemes outside London are published annually by the Traffic Penalty Tribunal. This shows that the proportion of tickets taken to independent appeal in East Sussex is one of the lowest in the country.

Parking Charter

What YOU can expect of US

1. We will ensure that we mark streets and car parks with lines and signs as clearly as possible to show where you can and cannot park.
2. We will have no targets or incentives for the issuing of Penalty Charge Notices (PCNs) or for cancellation.
3. We will publish an annual report on our stewardship of the scheme and will be open and transparent whenever we can. We will publish the policies and guidelines that we follow in running the scheme and will invite public comment on them.
4. If you challenge a PCN, we will consider your case fairly, objectively and on its merits in line with our published policies and guidelines. We will take into account any evidence to show that you genuinely tried to comply with the rules but our decision will depend upon individual circumstances.
5. If you pay to park but overstay by less than ten minutes, we will not issue a PCN (or, if we do, we will cancel it)

What WE expect of YOU

6. We expect you to make reasonable efforts to look out carefully for signs, suspension notices and the like and to park sensibly and in accordance with the rules.
7. If we cancel a PCN because we accept that you made a genuine mistake, we expect you to take particular care to avoid doing the same thing again and to accept that we will not normally cancel a PCN if you make the same mistake again.
8. We expect you to buy enough time to cover your stay allowing for the possibility of being delayed.
9. If, after buying a ticket, you overstay by ten minutes or more, we expect you to recognise that we have already allowed a reasonable margin and will only cancel your PCN in the most exceptional circumstances.
10. We expect you to let us know promptly if you encounter a problem with parking or are not sure of something so that we can sort it out. Don't wait until you get a ticket.

3. CHALLENGES, BETTER VALUE AND NEW INITIATIVES

3.1 Encouragement for low-polluting vehicles

In Lewes, East Sussex County Council was one of the first authorities in the country to introduce differential parking permit charges. We encourage electric and LPG-propelled vehicles, and offer discounts to a wide range of low-polluting conventionally-powered vehicles. We will be looking into the use of environmental incentives in Eastbourne and Hastings in the coming year.

3.2 Opportunities for car clubs

We have been approached by several groups who are interested in forming car clubs, and we are currently identifying where parking space could be made available. We are keen to encourage such initiatives or, indeed, any other initiatives where parking control could assist in improving mobility and reducing the environmental impact of the private car.

4. The future

We are committed to responding to public concerns about parking and to addressing the adverse impact that uncontrolled parking can have on people's lives, business efficiency and the environment. The management of parking has a vital role to play in achieving wider transport and environmental objectives, and we will work with local communities to introduce effective, efficient and appropriate parking controls and associated enforcement across East Sussex.

4.1 Eastbourne Civil Parking Enforcement

In October 2008, following extensive consultation, CPE was introduced in Eastbourne together with new parking controls, including charging, in the town centre and seafront. The parking scheme will undergo a review that will be initiated towards the end of 2009, with completion in 2010. The consultation, and its outcome, will be used to help determine the development of the scheme thereafter.

4.2 Lewes Civil Parking Enforcement contract

In September 2009, the current enforcement contract with NSL Services Group relating to Lewes will come to an end. We have taken up the option to extend the contract for further two years until September 2011.

During the two years leading up the end of the contract, we will be evaluating our options to determine how to best to continue to deliver high quality parking enforcement in Lewes.

4.3 School safety campaign

A school safety campaign will start during 2010, which will emphasise the importance of keeping zigzag markings clear outside schools. A competition to design the art work will be open to school pupils, and prizes will be awarded for the winning design and runners up. The campaign will begin in Hastings and Lewes, and will later be continued in Eastbourne.

4.4 Hastings Civil Parking Enforcement

Hastings Borough Council has been operating a CPE scheme since May 1999, and was one of the first local authorities outside London to take over parking enforcement from the Police.

Over the years, many new initiatives have been progressed, including the clamping and removal of 7,526 untaxed and nuisance vehicles, of which 65% have been destroyed. This has resulted in a massive reduction in vehicle related arson and crime, making Hastings a cleaner and safer place for residents and visitors. The scheme was extended in April 2009 to include Central St Leonards, as part of the regeneration programme for that area. Further requests for resident parking schemes have been received from other parts of the Borough, which will be progressed in the future with the possibility that proposals for further schemes will be put out to public consultation.

5. FINANCIAL AND OPERATIONAL ANALYSIS

5.1 Background

CPE commenced in Eastbourne in October 2008. During the early phase of the scheme, we collected data and compiled customer comments, which will be included in the review of the scheme during autumn in 2009. Although there was a degree of scepticism about the scheme before it was introduced, overall it has been relatively well received and has greatly reduced congestion in the town centre.

The first major review of the Hastings parking scheme took place in 2008 following consultation with residents, who had requested longer enforcement hours. Since 1999, resident parking enforcement had operated from Monday to Saturday, from 9am to 6pm. In April 2008 this was extended to 9am to 8pm on all days, which has been very well received by the residents. Pay-and-display charging periods were brought into line with these new operating hours at the same time but the move was unpopular, particularly in the light of the worsening economic situation as 2008 progressed. Further consultation took place, and the charging periods for pay and display were changed in March 2009 to 9am to 6pm on all days.

Decriminalised (now Civil) Parking Enforcement was introduced across the whole of Lewes District on 20 September 2004. A comprehensive review of the Controlled Parking Zone (CPZ) in Lewes was completed in December 2007, and the scheme was extended to include parts of the Wallands and Winterbourne areas.

5.2 Management of scheme

CPE in Eastbourne covers the on-street parking. In Lewes District and Hastings, it also covers the off-street car parks. Most of the public car parks in Lewes District are owned or leased or used under licence by Lewes District Council (LDC). On-street charges are set by the County Council, and the number of CEOs and their deployment is determined by the County Council, as are the rules under which they work. All challenges to the receipt of a Penalty Charge Notice (PCN) are considered by County Council officers experienced in parking matters.

All of the income from the schemes is retained by the Councils, and where the enforcement is contracted out a fee is paid for the service provided. The Traffic Management Act 2004 (TMA) prohibits any incentives related to the issue of PCNs.

The analysis of the operational and financial performance of the schemes on the following pages covers on-street parking in Eastbourne, Hastings and Lewes.

5.3 Car parks in Lewes District

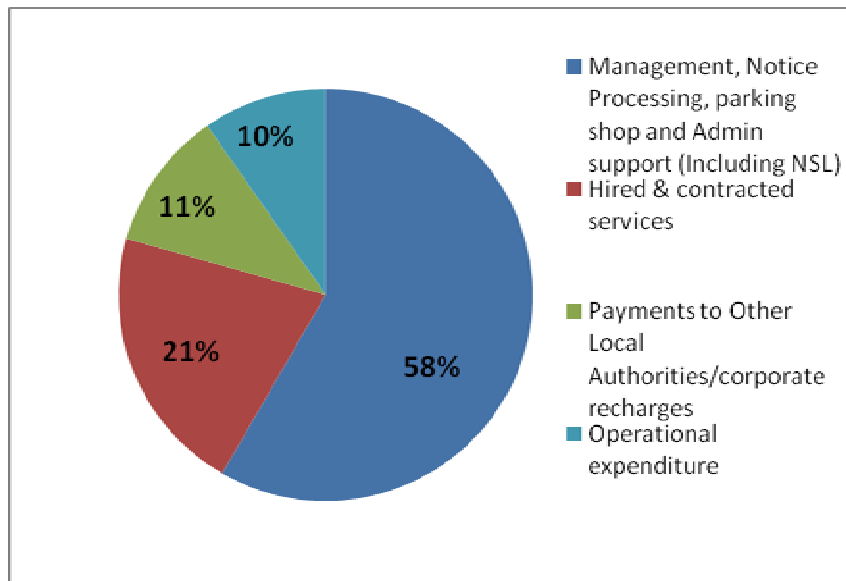
Most off-street car parks in Lewes District are the responsibility of LDC. During 2008/09, LDC operated pay-and-display off-street car parking at eighteen surface car parks. LDC also operated one season-ticket-only surface car park in Seaford, and nineteen other off-street surface car parks within the district, which are free of charge. In addition to the surface car parks, LDC operates a pay-upon-exit multi-storey car park at Newhaven.

Income and Expenditure

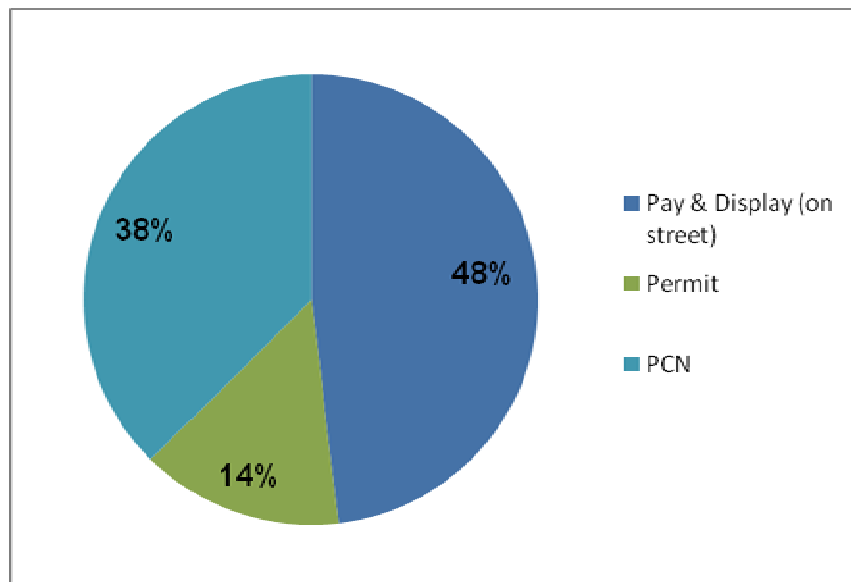
5.4 On-street parking and all enforcement activities

As shown in Figure 2, the income from PCNs contributes approximately a third of the total on-street income; however, this is insufficient to cover the costs of enforcement. The enforcement, which is necessary to achieve a reasonable level of compliance, is funded primarily from income from permits and pay-and-display charges.

Figure 2 Analysis of on-street income and expenditure
Expenditure



Income



5.5 Analysis of the income and expenditure for the East Sussex parking schemes is shown in table 1, and off-street income and expenditure in table 2.

Table 1: Expenditure and income

	6 Months to 31 March 2009	Full year	
	Eastbourne £	Hastings £	Lewes £
Expenditure:			
Management, Notice Processing, parking shop and Admin support	813,284	282,636	1,465,592
Enforcement Services	224	801,352	122,459
Payments to Other Local Authorities/corporate recharges	-	286,522	191,872
Operational expenditure	109,961	291,131	25,186
TOTAL EXPENDITURE	923,469	1,661,642	1,805,109
Income:			
Payments from other Local Authorities	-	391,807	402,535
On-Street Charges	665,595	825,000	405,830
Off-street Charges	-	-	88,588
Penalty Charges (on street)	228,616	563,000	688,079
Permits	103,956	203,928	259,200
Other	-	3,749	46,291
TOTAL INCOME	998,167	1,987,485	1,890,523
SURPLUS/(DEFICIT)	74,698	325,843	85,414

Table 2 – Off-street parking, expenditure and income

	Lewes District Council £	Hastings Borough Council £
Expenditure:		
Employees	16,656	270,997
Premises	119,561	219,743
Transport	2,511	-
NSL contract charges	402,535	-
Supplies and services	49,784	-
Support Services/other costs	12,936	207160
Departmental costs	2,292	-
Capital charges	17,751	-
TOTAL EXPENDITURE	624,026	697,900
Income:		
Car park charges	835,776	1,562,000
Penalty charge notices	191,872	131,902
Other fees including season tickets	8,243	337,000
Rents	9,216	-
Other income	1,282	-
TOTAL INCOME	1,046,398	2,036,544
SURPLUS/(DEFICIT)	422,372	1,338,644

Although the Road Traffic Regulation Act 1984 sets out strict criteria governing the way in which any surplus arising from on-street parking can be spent, the net surplus produced from off-street car parking can be used for specific and general purposes. The cost of resurfacing car parks, replacing parking machines and provision of new car-parking spaces are examples of specific uses. Using the surplus to contribute towards the overall cost of Council services such as Concessionary Fares, Recreational and Environmental Services are examples of a more general use. Councils have a responsibility to their local taxpayers to obtain a return from the use of all Council assets, including car parks.

APPENDIX A

OPERATIONAL STATISTICS

Tables

1. Scale of operation

A1.1 Scale of operation

A1.2 Scale of operation: Controlled Parking Zones

A1.3 Charging structure

2. PCN issue, processing, challenge and appeal

A2.1 PCNs issued by month

A2.2 PCNs processed by contravention

A2.3 PCNs challenged and appealed by outcome

A1.1 Scale of operation, whole district and borough

	6 months to 31 March 2009	Full year	
		Eastbourne	Hastings
Length of yellow lines (approximate miles)	37	56.6	29.6
Number of controlled parking spaces:			
Free			
On-street time-limited bays	286	2656	6208
ESCC car parks – County Hall	-	-	
HBC / LDC car parks	-	-	1052
TOTAL Free	286	2656	7260
Charged (including permit)			
On-street bays	2012	2790	2154
ESCC car parks – County Hall	-	-	393
HBC / LDC car parks	-	2120	1243
TOTAL Charged	2012	4910	3790
Civil Enforcement Officers (full-time equivalent)			
	12	19	16
Notice Processing staff (full-time equivalent)			
	5	4.5	4
Back office staff (full time equivalent)			
	4	5	5

A1.2 Scale of operation: Controlled Parking Zones only

	6 months to 31 March 2009	Full year	
		Eastbourne	Hastings
On-street parking spaces:			
Free (time-limited)	-	1445	8
Pay-and-display	467	501	54
Permit-only	265	890	922
Shared (permit and pay-and-display)	1280	-	1178
Disabled	65	124	19
TOTAL	2077	2960	2181
Permit issue:			
Resident permits issued	1392	2321	1950
Business permits issued	238	2	40

Notes

1. In some cases, individual bays are not marked and the number of spaces is estimated.
2. The table excludes spaces in privately-owned public off-street car parks.

A1.3.1 Charging structure, Eastbourne

Length of stay	CPZ (Central)	CPZ (2-hour maximum stay)	CPZ (4-hour maximum stay)	Seafront (maximum stay 23 hours 55 mins)
Up to 15 mins	20p	20p	20p	20p
Up to 30 mins	£1.00	50p	40p	40p
Up to 1 hour	£2.00	£1.00	£1.00	80p
Up to 2 hours	£3.00	£2.00	£2.00	£1.50
Up to 4 hours	n/a	n/a	£3.00	£2.50
Up to 6 hours	n/a	n/a	n/a	£3.00
More than 6 hours	n/a	n/a	n/a	£4.00

A1.3.2 Charging structure, Hastings

Charging period	Central tariff (2-hour maximum stay)	Outlying tariff (4-hour maximum stay)	Low tariff (4-hour maximum stay)
Minimum period 20 min	50p per 20 mins		10p per 20 min
Minimum period 30 min	60p per 30 mins	50p per 30 mins	30p per 30 min
Minimum period 30 min	50p per 30 mins (part of central zone)		

A1.3.3 Charging structure Lewes

	Charging zone		
	High Street & commercial	Intermediate	Outer
Charge	£0.50 per 15 minutes	£0.30 per 30 minutes	£0.30 / £1.50 per 60 minutes / 1 day
Maximum stay	2 hours	Unlimited	Unlimited
No return within	2 hours	N/a	N/a

Table A2.1 PCNs issued by month

Month	Eastbourne	Hastings		Lewes		Lewes District car parks
		On Street	Off Street	On Street	County Hall	
April	-	1614	416	1261	103	608
May	-	1519	436	1154	64	477
June	-	1504	401	1444	89	565
July	-	1511	547	1468	86	627
August	-	1729	585	1271	65	599
September	-	1650	401	1441	90	758
October	257	1907	368	1265	69	604
November	2038	1721	306	1271	80	525
December	2364	1351	196	1201	58	549
January	2411	1723	261	1058	94	517
February	2215	1358	245	879	126	537
March	1985	1551	402	1069	98	620
Total	11270	19138	4564	14782	1022	6986

A2.2 Number of PCNs issued for different types of contraventions

Code	Contravention	Eastbourne 6 months to 31 March 2009	Hastings Full Year	Lewes Full year
01	Parked in a restricted street during prescribed hours	2812	4335	3999
02	Parked or loading/unloading in a restricted street where waiting and loading/unloading restrictions are in force	752	841	217
05	Parked after the expiry of paid-for time	429	2612	798
06	No valid ticket	1532	4060	1204
07	Parked with payment made to extend the stay beyond initial time	4	0	0
12	Parked without clearly displaying a valid pay-and-display ticket or permit	1612	2637	1485
16	Parked in a permit space without displaying a valid permit	1051	342	2811
19	Displaying an invalid permit	704	371	1508
20	Parking in a loading gap	6	0	0
21	Parked in a suspended bay/space or part of bay/space	17	4	431
22	Re-parked in the same parking place within the no return period	3	14	20
23	Parked in a parking place or area not designated for that class of vehicle	73	631	26
24	Not parked correctly within the markings of the bay or space	4	53	147
25	Parked in a loading place during restricted hours without loading	1289	205	269
26	Parked 50cm or more from the kerb	12	0	0
27	Dropped footway (new contravention)	0	0	0
30	Parked longer than permitted	273	1274	1292
40	Parked in a designated disabled person's parking place without clearly displaying a valid disabled person's badge	247	522	170
40B	Parked longer than permitted with a disabled person's badge.	9	0	0

Code	Contravention	Eastbourne 6 months to 31 March 2009	Hastings Full Year	Lewes Full year
42	Parked in a Police space	4	7	0
45	Parked on a taxi rank	245	81	221
46	Parked on a clearway	4	0	
47	Stopped on a restricted bus stop/stand	177	578	496
48	Parked on a school keep clear	1	65	10
56	Commercial restricted	0	0	0
62	Parked on a footway / verge	0	402	0
80	Overstayed paid-for time (car park)	-	0	368
81	Parked in a restricted area (car park)	-	0	75
82	Expired pay-and-display ticket (car park)	-	1520	3433
83	No pay-and-display ticket (car park)	-	2787	3263
84	Meter feeding (car park)	-	0	9
85	No permit (car park)	-	63	607
86	Out-of-bay (car park)	-	28	331
87	Parked in a disabled bay without clearly displaying a valid disabled person's badge (car park)	-	245	185
	Other car park	-	16	51
99	Parked on a pedestrian crossing	10	102	0

Please note that the numbers shown in this table, A2.2, also include PCNs which were subsequently spoilt or voided.

Table A2.3
PCNs processed by outcome

	Eastbourne 6 months to 31 March 2009	Hastings (excluding Off Street)	Lewes (including Off Street)
Issued	11,270	19,138	22,790
Paid:			
At Discounted Rate (£25)	1819	5306	8494
At Discounted Rate (£35)	5027	6656	7531
At Full Rate (£50)	199	855	895
At Full Rate (£70)	532	989	718
After Charge Certificate (£75)	23	194	69
After Charge Certificate (£105)	46	110	53
After Registration (£80 / £110)	-	112	164
TOTAL Paid	7646	14222	17924
Cancelled	975	974	3104
Written-off	-	1339	1566
Being processed / unresolved	2649	2603	196
Cancellation rate (cancelled as % of issued)	8.6%	5%	13%
Recovery rate (paid as % of non-cancelled)	74%	84%	99%
Yield (paid as % of issued)	68%	74%	79%

Table A2.3.1
PCNs challenged and appealed by outcome

	Eastbourne 6 months to 31 March 2009	Hastings (excluding Off Street)	Lewes (including Off Street)
Issued	11,270	19138	22,790
Challenged (Challenged as % of issued)	2191 19%	4612 24%	8849 39%
Of which:			
Upheld (Upheld as % of challenged PCNs)	1216 55%	3638 79%	5745 65%
Cancelled (Cancelled as % of Challenged PCNs) (Cancelled as % of Issued PCNs)	975 44% 9%	974 21% 5%	3104 35% 13%
Appealed to Independent Adjudication (Appealed as % of issued)	- -	59 0.31%	60 0.26%
Of which:			
Dismissed (PCN upheld) (Dismissed as % of appealed)	- -	33 56%	13 22%
Withdrawn (PCN cancelled) (Withdrawn as % of appealed)	- -	1 2%	29 48%
Accepted (PCN cancelled) (Accepted as % of appealed)	- -	16 27%	18 30%

Appendix B
Items funded from on-street parking surplus

	Traffic Signals £	Passenger Transport £	General £
Eastbourne			
Real time bus information	116,769	-	-
Local Transport Plan (LTP) schemes	-	-	169,666
<u>Bus services identified as top priority in LTP</u>			
Willingdon Community College Services	-	60,974	-
Scheme administration costs	-	-	20,500
Hastings			
<u>Bus services identified as top priority in LTP</u>			
Silverhill - Helenswood Schools	-	116,044	-
Scheme administration costs	-	-	20,600
Lewes			
<u>Bus services identified as top priority in LTP</u>			
Lewes-Ringmer - Uckfield (replaced 28/28A)	-	£36,982	-
Scheme administration costs	-	-	20,600
Subsidy for Brighton & Hove season tickets	-	-	25,653
Total expenditure/schemes funded from parking surpluses	116,769	214,000	257,019

Appendix C

List of abbreviations used in this document

Admin	Administration
CEA	Civil Enforcement Area
CEO	Civil Enforcement Officer
CPE	Civil Parking Enforcement
CPZ	Controlled Parking Zone
DfT	Department for Transport
DPE	Decriminalised Parking Enforcement
DVLA	Driver and Vehicle Licensing Agency
ESCC	East Sussex County Council
HBC	Hastings Borough Council
LDC	Lewes District Council
LIP	Local Implementation Plan
LPG	Liquid Petroleum Gas
LTP	Local Transport Plan
NoR	Notice of Rejection
NtO	Notice to Owner
PCN	Penalty Charge Notice
PPA	Permitted Parking Area
RTRA	Road Traffic Regulation Act 1984
SEA	Special Enforcement Area
SLA	Service Level Agreement
SPA	Special Parking Area
TEC	Traffic Enforcement Centre
TMA	Traffic Management Act 2004
TRO	Traffic Regulation Order