

## ASTPAR5.4.2

### Identify the details of keepers of vehicles which infringe parking requirements



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#### Overview

This standard is about identifying the details of keepers of vehicles which infringe parking requirements, and taking the correct actions to meet these requirements. It involves obtaining and checking the details of keepers of vehicles and maintaining up to date records.

There is one element:

- 1 Identify the details of keepers of vehicles which infringe parking requirements

#### Target group

This standard is recommended for those whose responsibilities include identifying the details of keepers of vehicles which infringe parking requirements.

This standard has been developed by the British Parking Association.

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#### Performance criteria

*You must be able to:*

- P1 identify and review all relevant available information regarding the vehicle, including the details of any keeper of the vehicle
- P2 obtain the details of the registered keeper of the vehicle by using the correct systems and processes
- P3 assess relevant information regarding the keeper of the vehicle, where necessary cross-checking information from different sources
- P4 confirm that all relevant details are correct, and address any gaps or inconsistencies
- P5 follow your organisation's procedures where the keeper refuses to admit liability, and where legislation does not compel disclosure of driver details
- P6 identify, where relevant, cases where the available information causes concern regarding the status of the vehicle, alerting promptly the relevant authority
- P7 liaise with other agencies, organisations and authorities, where required, obtaining from and providing them with all the necessary information
- P8 maintain accurate and up to date records in line with your organisation's procedures
- P9 ensure that all relevant people and agencies are informed of progress, maintaining confidentiality at all times in line with your organisation's procedures and relevant legislation

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#### Knowledge and understanding

*You need to know and understand:*

#### Legislative, regulatory and organisational requirements

- K1 legal, regulatory and organisational procedures relating to the identification of the details of keepers of vehicles which infringe parking requirements, and their impact for your area of operations
- K2 legislation, policies and procedures relating to data protection, health and safety, diversity and their impact for your area of operations
- K3 the role of your organisation and the parking services which it provides in identifying the details of keepers of vehicles which infringe parking requirements
- K4 the role of your organisation and the parking services which it provides in relation to contractual responsibility and accountability to others
- K5 your role, and the limits of your authority and responsibility, and the actions to take if these are exceeded

#### Requirements particular to identifying the details of keepers of vehicles which infringe parking requirements

*You need to know and understand:*

- K6 what constitutes a parking infringement and the procedures to be followed when an infringement occurs
- K7 information relevant to the identification of the details of keepers of vehicles which infringe parking requirements
- K8 the sources of information in relation to the details of the keeper of the vehicle which might be available, including the guidelines and timescales relating to retrieval of information
- K9 your organisation's procedures for obtaining the details of the registered keeper of the vehicle
- K10 how to compare and evaluate the details obtained in relation to the keeper of the vehicle to achieve the most accurate and up to date record
- K11 your organisation's procedures for recording where no trace of the vehicle's keeper has been obtained
- K12 your organisation's procedures where the keeper refuses to admit liability where legislation does not compel disclosure of driver details
- K13 circumstances which might cause concern regarding the status of a vehicle, and the actions to take where such circumstances occur
- K14 organisations with which information might be exchanged, the nature of this information and the reasons for exchanging it, and how to do this
- K15 the importance of maintaining up to date and accurate records relating to details of keepers of vehicles which infringe parking requirements, and your organisation's procedures for doing this

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**Developed by** Asset Skills

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**Version number** 1

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**Date approved** May 2010

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**Indicative review date** May 2012

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**Validity** Current

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**Status** Original

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**Originating organisation** British Parking Association.

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**Original URN** PAR5.4.2

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**Relevant occupations** Health, Public Services and Care; Public Services; Elementary Occupations; Elementary Security Occupations

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**Suite** Parking Sector

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**Key words** identifying, details, keepers, vehicles, parking requirements, actions, obtaining, checking, maintaining, records