

ASTPAR6.4.4

Contribute to adjudication related to parking



Overview

This standard is about contributing to hearings designed to adjudicate on appeals against parking penalties. It includes preparing and presenting information, and complying with the rules and procedures of the hearings.

When presenting information this can be in person and/or by telephone.

There is one element:

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Target group

This standard is recommended for those whose responsibilities include presenting information at hearings to adjudicate upon appeals against parking penalties.

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 the circumstances of the case in advance of the hearing, and ensure that you have all notes and materials necessary
 - P2 determine the details of the case, including the circumstances of the parking infringement and the subsequent grounds for appeal
 - P3 confirm that all required evidence has been presented according to agreed schedules to the necessary parties in preparation for the hearing, addressing promptly and correctly any gaps
 - P4 present yourself to the hearing on time, and with all relevant evidence, notes and materials
 - P5 provide information and respond to questions clearly, concisely, truthfully and objectively, and in line with the rules and procedures of the hearing
 - P6 ensure that the evidence which you provide is consistent with any written materials provided by you in advance as part of the case
 - P7 respond to all directions of the hearing promptly and correctly
 - P8 explain clearly, where necessary, the reasons why you are unable to answer particular questions through a lack of knowledge or awareness
 - P9 ensure that your appearance and behaviour reflects your professional responsibilities
 - P10 remain available until you are formally allowed to leave the hearing

ASTPAR6.4.4

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Knowledge and understanding

You need to know and understand:

Legislative, regulatory and organisational requirements

- K1 legal, regulatory and organisational requirements relating to contributing to adjudication hearings regarding parking infringements, 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 it provides
- K4 the limits of your authority and responsibility, and the actions to take if these are exceeded

Requirements relating to contributing to adjudication hearings

You need to know and understand:

- K5 procedures and protocols in adjudication hearings relating to parking infringements, including how to liaise and address the different parties present
- K6 the legislation relating to the cases with which you deal
- K7 the role of the hearings, and the roles and responsibilities of those present
- K8 materials to be presented in advance of hearings, the parties authorised to receive these, how the materials are to be set out, and schedules for their provision
- K9 methods of giving evidence effectively in hearings
- K10 the importance of preparing and considering your evidence in advance
- K11 how to prepare, and make available, notes and materials in a manner which maintains their continuity and integrity
- K12 how and when you can refer to any notes and materials in your possession whilst attending the hearing
- K13 how to liaise with and address the authorities within the hearing

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