

ASTPKC5

Identify and deal with parking contraventions



Overview

This unit defines the national standard of occupational competence for dealing with parking contraventions. You should be able to check that parked vehicles comply with current and relevant parking regulations. Where they do not, then you should be able to issue the appropriate parking notice. This unit therefore sets the standards for you to: -

1. Identify potential parking contraventions (Element PKC 5.1)
2. Issue parking notices (Element PKC 5.2)

You should be able to recognise valid and invalid parking authorisations and confirm evidence of contraventions. You will have to decide which contravention code should be used parking notices, as well as perhaps know when to apply special instructions related to issuing notices. You must know and understand the relevant parking regulations and any local arrangements that could apply to your parking areas.

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Performance criteria

Identify potential parking contraventions

You must be able to:

- P1 check that the vehicles parked in your allocated area comply with the relevant parking regulations
- P2 correctly identify potential **incorrect authorisations** and **parking contraventions**
- P3 decide on and record the appropriate contravention code
- P4 collect and record supporting **evidence** of the contravention
- P5 consider whether you should take account of any specific instructions related to parking control and contraventions

Issue parking charge notices

You must be able to:

- P6 record accurately all the required **details** related to the potential contravention
- P7 prepare and produce **parking charge notices** following the legal and regulatory requirements
- P8 fix parking charge notices securely to vehicles in line with your organisation's policies, procedures and instructions
- P9 record all **other information** that is needed to support the parking charge notice

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Knowledge and understanding

You need to know and understand:

Identify potential parking contraventions

- K1 current relevant legislation, regulations, codes of practice and guidelines relating to parking contraventions
- K2 the current parking contravention codes relevant to your area
- K3 what type of supporting evidence is required and could be useful
- K4 recording and reporting procedures relative to the contravention
- K5 special instructions related to parking control in line with your organisation's policies and procedures including disabled badge schemes, observation times, dispensations, exemptions, waivers
- K6 when not to issue a parking charge notice, even though there is a potential contravention

Issue parking notices

You need to know and understand:

- K7 current relevant legislation, regulations, codes of practice and guidelines relating to parking contraventions
- K8 the current parking contravention codes relevant to your area
- K9 how to prepare and produce parking charge notices, and why it is important to do this correctly
- K10 how to fix parking charge notices to vehicles, particularly where this may be difficult
- K11 recording and reporting procedures in line with your organisation's policies and procedures
- K12 what type of supporting evidence is required
- K13 You should know and understand the procedure for dealing with a driveway

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Additional Information

Scope/range related to performance criteria

Identify potential parking contraventions

1. **incorrect authorisations:** permission to park – not displayed, expired, illegible details, misuse or forgeries
2. **parking contraventions:** not complying with local regulations; parking in unauthorised areas; others as defined in your handbook
3. supporting **evidence**, details of: location; date; time; vehicle; contravention; photographs; diagrams

Issue parking charge notices

4. **details;** location; date; time; vehicle; the contravention
5. **parking charge notices:** excess charge notices; penalty charge notices; warning and advisory notices
6. **other information:** state of lines and signs; functioning of local equipment; notes of conversations; observation times; photograph; diagrams

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Suite Parking Control Occupations

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