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## Overview

This standard defines national occupational competence for dealing with breaches of parking rules on private land i.e., car parks belonging to retail and leisure companies, or businesses. You should be able to check that parked vehicles comply with the parking rules of the landowner or managing agent. Where they do not, then you should be able to issue a parking notice. The standard covers the following activities: -

1. Identify potential breaches of parking rules
2. Issue parking charge notices

You should be able to identify breaches of parking by knowing and understanding the rules that apply to your parking area.

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## Performance criteria

*You must be able to:* **Identify potential breaches in parking**

P1 check that the vehicles parked in your allocated area comply with the rules

P2 correctly identify which rule has been breached

P3 collect and record **supporting evidence** of the breach

P4 consider whether you should take account of any specific instructions related to the parking control rules

### **Issue parking charge notices**

P5 record accurately all the required **details** related to the potential breach

P6 prepare and produce parking charge notices in line with your organisation's policies, procedures and instructions

P7 serve parking charge notices which includes fixing them securely to vehicles or handing them directly to the driver in line with your organisation's policies, procedures and instructions

P8 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 breaches of parking rules**

- K1 the current parking rules relevant to your area
- K2 organisational policies and procedures for the recording and reporting of breaches of those rules
- K3 special instructions related to parking control in line with your organisation's policies and procedures including disabled badge schemes, observation times, dispensations, exemptions, waivers
- K4 when not to issue a parking charge notice, even though there is a potential breach of the rules

### **Issue parking charge notices**

- K5 the current parking rules relevant to your area
- K6 how to prepare and produce parking charge notices and why it is important to do this correctly
- K7 how to serve and fix parking charge notices to vehicles, particularly where this may be difficult
- K8 recording and reporting procedures in line with your organisation's policies and procedures
- K9 what type of supporting evidence is required

**Scope/range related  
to performance  
criteria**

\*\*Identify potential parking breaches

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1. **supporting evidence, details of:** location; date; time; vehicle; contravention; photographs; diagrams

**Issue parking charge notices**

2. *\* details; location; date; time; vehicle; the contravention*

3. **\*other information:** state of lines and signs; functioning of local equipment; notes of conversations; observation times; photograph; diagrams

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## Glossary

**driveaway:** when a vehicle is driven away before a completed parking charge notice can be properly served

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<b>Developed by</b>	Asset Skills
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<b>Relevant Occupations</b>	Parking and Civil Enforcement Occupations
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<b>Suite</b>	Parking Control Occupations, Parking Sector
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<b>Keywords</b>	Parking charge notice; breach of rules; private land
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