
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.

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

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**

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

Glossary

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

ASTPKC22

Identify and deal with breaches of parking rules on private land



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