
CEPC PARKING REGULATIONS 2023

The Crown Estate Paving Commission (CEPC) has statutory responsibilities to regulate parking in the private roadways and terraces of Regent's Park. The day-to-day management and regulation of parking is undertaken on behalf of the Commissioners by the CEPC Head of Traffic and Security and a team of Traffic Control staff under his management. The CEPC's parking regulations are primarily designed to accommodate residents of the estate, either domestic or business. Where the CEPC believes sufficient space is available parking permits may also be issued to residents' contractors and visitors. The CEPC always seeks to act fairly and reasonably in its allocation of parking permits and, where practicable, it will seek to maximise the availability of parking space.

1. PARKING PRINCIPLE

Vehicles are permitted to park for the purposes of loading or unloading for one period of up to 15 minutes in any two-hour period in roadways where there are no double yellow lines. After 15 minutes, all parked vehicles must clearly display a valid permit at all times, or be removed from the roadway.

2. CATEGORIES OF PARKING PERMIT AVAILABLE

The following types of Parking Permits may be issued by the CEPC:

- Resident Parking Permits
- Resident Identification Permits
- Temporary Resident Parking Permits
- Temporary Visitor Parking Permit
- Residents Off-peak Visitor Parking Permits
- Short stay Visitor Parking Permits (2 Hour Yellow & 5 Hour Blue scratch cards)
- Business Resident Parking Permits
- Contractor Parking Permits

3. CONDITIONS APPLICABLE TO ALL TYPES OF PARKING PERMIT

- 3.1. Subject to paragraph 3.4 below, the CEPC will allow a grace period of 15 minutes to elapse at the end of a period of parking that is authorised by the display of a valid permit before taking enforcement action.
- 3.2. Permits are provided at the discretion of the CEPC. They always remain the property of the CEPC and must be surrendered on request.
- 3.3. The issue of a permit by the CEPC does not guarantee that a parking space will always be available..
- 3.4. With or without a permit, no vehicle of any type may be parked for any period of time within a section of roadway marked with double yellow lines, or with one or more of its wheels resting on top of the pavement or the kerb stones. Vehicles found in contravention of this regulation are liable to be seized immediately by application of a

wheel clamp without a requirement to have been issued previously with a Warning Notice.

- 3.5. Permits will allow the parking of a vehicle only within the terrace or roadway in which the person to whom the permit is issued is resident, or the parking zone that is specified on the face of the permit.
- 3.6. Parking permits must be displayed in the windscreen or in the front side windows of the parked vehicle and in such a position that all the text necessary for the permit's validity to be checked can always be read easily from outside the vehicle while the vehicle is parked.
- 3.7. Permits which have been copied or altered in any way without the CEPC's authorisation shall be considered invalid for use.
- 3.8. Permits which have been damaged such that the printed or written details on them are no longer easily readable and verifiable from outside the vehicle shall be considered invalid for use.
- 3.9. Where a replacement permit(s) has been issued by the CEPC, the permit(s) that it replaces shall then be invalid.
- 3.10. Any Parking Permit may be withdrawn at the discretion of the CEPC in circumstances where it has the reasonable belief that its Parking Regulations are being or are likely to be broken or deliberately circumvented.
- 3.11. The CEPC reserves the right to refuse the issue of permits to those residents who have outstanding CEPC rate arrears.

4. RESIDENT PARKING PERMITS

- 4.1. The CEPC issues parking permits, on request, to those who can provide proof of a current entitlement to live in a property on a roadway under the CEPC's jurisdiction.
- 4.2. Resident Permits are normally issued annually but may be issued for shorter periods where appropriate.
- 4.3. The initial issue and annual reissue of a parking permit to a resident will be free of charge. On each subsequent re-issue that is requested by the resident, an administration fee will be payable (see Table of Current Parking Charges).
- 4.4. On receipt of a request to issue a Resident Parking Permit or the inclusion of a vehicle's details on an existing permit(s), the CEPC will request evidence that establishes a strong and clear connection between the property, the applicant and the relevant vehicle. In most circumstances the CEPC will want to establish that the applicant is a resident and that the vehicle is registered at the property address. The CEPC will request sight of evidence such as:
 - 4.4.1. a leasehold or tenancy agreement;
 - 4.4.2. a recent utility bill addressed to the applicant at the property address;
 - 4.4.3. the vehicle's V5 registration document;

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- 4.4.4. other relevant evidence linking the property, the resident and the vehicle.
- 4.5. Residents applying for a permit for a vehicle that is registered outside the UK may be issued with a Temporary Resident Permit valid for a period of up to 6 months and at no initial charge.
- 4.6. A resident may apply for up to six vehicle registrations that are associated with their property to appear on their Resident Parking Permit(s) but each parked vehicle must always display a valid permit.
- 4.7. The CEPC may consider adding to an existing Resident Parking Permit(s) the details of a vehicle that is used by a member of staff or relative of the resident. The member of staff or relative must either reside or work on a routine daily basis at the property. The application for such an addition must be made by the controlling resident of the property who will be asked to provide evidence of the vehicle's and staff member's connection to the property address. These arrangements will only be considered where it will result in no net additional parking space usage by those linked to the property.
- 4.8. Permits must be returned to the CEPC when the details of any vehicle specified on the permit are changed or when the resident moves away from the associated property.

5. RESIDENT IDENTIFICATION PERMITS

- 5.1. Resident Identification Permits (ID Permits) may be issued to residents of properties in roadways where parking in the street is likely to cause an obstruction, e.g. in most mews, and to encourage these residents to use the available garage space.
- 5.2. ID Permits:
- 5.2.1. allow a vehicle to be temporarily parked in a specified roadway for short periods of up to 5 hours and in a manner that does not cause an immediate obstruction to other road users or to adjacent property owners;
 - 5.2.2. do not permit a vehicle to be parked overnight between 6.30pm and 9.00am or at any time if the person in charge of the vehicle is not easily contactable and available to arrange for the vehicle to be moved, should the need arise;
 - 5.2.3. incur the same charges as Resident Permits - see Table of Current Parking Charges;
 - 5.2.4. are currently issued for the following terrace roadways:
 - Chester Court Flats
 - Clarence Terrace Flats
 - Cornwall Terrace & Mews
 - Cumberland Terrace Mews North (Nos 27-30)
 - Cumberland Terrace Mews South (Nos 1-4)
 - Park Square Mews

1. TEMPORARY RESIDENT PARKING PERMITS

- 6.1. Temporary Resident Parking Permits may be issued to allow use of parking space that may be only temporarily available, so that the issue of an annual Resident Parking Permit cannot be justified. This may be because of current conditions or

expected changes, or because there is insufficient space available to allow for an equitable allocation of more permanent parking to all residents who might apply for it.

6.2. Temporary Resident Parking Permits:

6.2.1. may be made available where the currently available parking space allows.

6.2.2. may be rescinded by the CEPC if it judges that the conditions within the relevant roadway no longer allow the use of these permits.

6.2.3. may be issued flexibly for a range of periods, but the period will not normally exceed 6 months.

6.2.4. may be issued to residents prior to their vehicles being registered at their Regent's Park address.

6.2.5. will be considered on merit for each issue and renewal, irrespective of how long previous permits may have been made available.

6.2.6. incur a charge - see Table of Current Parking Charges.

7. TEMPORARY VISITOR PARKING PERMITS

7.1. Residents may apply for a Temporary Visitor Permit for a visitor who is staying at their property for periods of up to 3 months and allow the visitor to park 24 hours a day.

7.2. Temporary Visitor Permits:

7.2.1. will only be issued for roadways and for periods where sufficient space is available for this type of parking.

7.2.2. applications will only be considered from residents whose visitor will actually be staying at the resident's property overnight for periods of up to 3 months.

7.2.3. incur a charge - see Table of Current Parking Charges.

2. RESIDENTS OFF-PEAK VISITOR PARKING PERMITS

8.1. Residents Off-peak Visitor Permits are only issued on the request of a resident in those selected roadways where sufficient parking is nearly always available to allow their use.

8.2. Permits are issued only for occasional use by residents for visitors to their properties – they are not intended for other types of use. Permits will be withdrawn where the CEPC reasonably believes that a permit is being used on a routine basis for periods, or in a pattern, that does not accord with the description of occasional use.

8.3. Each permit issued for use in any given terrace or area will state on its face that it is valid for use in a combination of one or more of the following three ways:

8.3.1. evenings – only for use between the hours 6.30pm to midnight;

8.3.2. night hours – only for use between midnight and 9.00am the following day;

8.3.3. weekend & Bank holidays – only on weekend days and Bank Holidays between 6.30pm on Friday night and 9.00am on the following Monday or 9.00am on the morning of the day following a Bank holiday.

8.4. Permits are reusable and residents must always remember to reclaim their permit back from their visitor on each occasion.

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- 8.5. Each permit is valid for one year from the date of issue and for the specific address stated on the permit. Permits cannot be routinely replaced if they are lost and a charge is always made for any reissue of lost permits.
- 8.6. Off-peak Visitor Permits are not valid:
- 8.6.1. for commercial, contractors or trade vehicles;
 - 8.6.2. for vehicles that are owned or routinely driven by a person normally resident at the address on the permit;
 - 8.6.3. for vehicles whose registration details already appear on an existing Resident Parking Permit issued to the address on the Off-peak Permit;
 - 8.6.4. for vehicles whose driver, to the reasonable belief of the CEPC, is not a temporary visitor to the address on the permit;
 - 8.6.5. following notification by the CEPC to the issuing resident that the vehicle displaying the permit must be moved or removed;
- 8.7. Residents Off-peak Visitor Permits:
- 8.7.1. incur no charge.
 - 8.7.2. are currently issued, on request, for the following terrace roadways:
 - Chester Terrace (evening & night hours only)
 - Cumberland Terrace (evening & night hours only)
 - York Terrace East (evening & night hours only)

9. SHORT STAY VISITOR PERMITS – GENERAL CONDITIONS

- 9.1. Short Stay Visitor Permits in a scratch-card format are available to accommodate short term visitors to residents' properties. They can be pre-purchased and held by residents prior to their use. The visitor should complete the permit, adding their vehicle details, on each occasion.
- 9.2. Short Stay Visitor Permits:
- 9.2.1. may only be sold to residents.
 - 9.2.2. are uniquely identifiable and traceable to the original purchaser's property and cannot be resold or transferred.
 - 9.2.3. may only be issued to those visiting the relevant property. Residents may issue a Short Stay Visitor Permit to another resident who is visiting them, but the visiting resident cannot use their own Short Stay Visitor Permits issued for use at their home address.
 - 9.2.4. may only be used once. A vehicle must be removed from the roadway for the minimum period of 2 hours following the expiry of one permit before returning and using a further permit.
 - 9.2.5. are not transferable or valid for use by the resident of any other property.
 - 9.2.6. may not be used to park vehicles owned by the purchaser of the permits, whether or not those vehicles are registered with the CEPC.
 - 9.2.7. cannot be used by those who are only wishing to park their vehicle in Regent's Park without visiting in person the property of the resident who has bought the permits.

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- 9.2.8. incur a charge for each of the available formats - see Table of Current Parking Charges (available from the CEPC's website)
- 9.3. Each Short Stay Visitor Permit must be correctly completed with all the required information indicated on the face of the permit. Permits having incomplete information or those with multiple entries shall be invalid.
- 9.4. Unused permits may be returned by the purchaser to the CEPC and the purchase price will be refunded.
- 9.5. No resident may issue more than three Short Stay Visitor Permits on any day.
- 9.6. 5-hours duration permits (also known as Blue Permits) cannot be used:
- 9.6.1. sequentially in order to park for periods longer than 5 hours, except overnight between the hours of 11.30pm and 8.30am when two sequential permits may be displayed together to meet the requirements of these regulations.
- 9.6.2. for contractors, tradesmen or commercial vehicles.
- 9.6.3. for any vehicle whose driver is not actually visiting the property of the resident who purchased the permit.
- 9.7. 2-hours duration permits (also known as Yellow Permits):
- 9.7.1. cannot be used sequentially in order to park for periods of longer than 2 hours.
- 9.7.2. can be displayed in small contractors' vans, but only between the hours of 8.00am and 5.00pm Monday to Friday and 8.00am to 1.00pm on Saturdays, unless the contractor is attending an emergency call-out.

10. BUSINESS RESIDENT PARKING PERMITS

- 10.1. Business Resident Parking Permits are designed for use by business residents and are equivalent to the Resident Parking Permits issued to domestic residents. These permits identify the business to which they are issued but may be used in any car or a small commercial van up to 3.5 tonnes gross weight.
- 10.2. Business Permits:
- 10.2.1. will be reissued annually or at some other frequency set by the CEPC, with the first issue for the period being free of charge.
- 10.2.2. will incur a fee for each reissue on request by the business - see Table of Current Parking Charges.
- 10.2.3. will be marked with a unique identifier but will not usually have any vehicle registration details printed on them.
- 10.2.4. may be displayed in cars or small commercial vehicles of up to 3.5 tonnes gross weight parked in the relevant roadway or parking zone but are not valid for medium or large commercial vehicles or large coaches.

3. CONTRACTOR PARKING PERMITS

- 11.1. Contractors may only work on the estate during weekdays 8.00am until 5.00pm and Saturday mornings 8.00am until 1.00pm. No work is permitted on Saturday afternoons, on Sunday or on Bank Holidays.
- 11.2. Small commercial vehicles of up to 3.5 tonnes gross weight are permitted to park when displaying a correctly completed Short Stay Visitor Permit (Yellow 2 Hour Permit) that is provided to the contractor by the estate resident whose property they are visiting. Short Stay Permits cannot be used sequentially by contractors for parking longer than two hours. No commercial vehicle may use a Blue 5 Hour Short Stay Visitor Permit.
- 11.3. All commercial vehicles above 3.5 tonnes gross weight and wishing to park for longer than 2 hours must display a Contractor Parking Permit.
- 11.4. Contractor Parking Permits may be purchased either by the contractor or the resident employing the contractor.
- 11.5. Three types of Contractor Permits are available:
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| Morning Permit | - | valid from 8.00am to 13.00pm |
| Afternoon Permit | - | valid from 12.00pm to 5.00pm |
| Full Day Permit | - | valid from 8.00am to 5.00pm |
- 11.6. The CEPC may contact residents to confirm that a contractor is being employed at their address.
- 11.7. Where a resident is in normal occupation, only one Contractor Parking Permit will be issued for any given property.
- 11.8. Contractor Parking Permits are issued by the CEPC on a “first come - first served” basis.

12. PARKING OF MOTORCYCLES

- 12.1. The CEPC does not require a motorcycle to display a parking permit either as a resident’s or visitor’s vehicle, but any resident wishing to park a motorcycle regularly within the CEPC roadways must inform the CEPC about the vehicle’s registration details so that the owner’s address is known to the CEPC.
- 12.2. The CEPC reserves the right to specify that a motorcycle be parked in a particular place or area to minimise parking congestion within its roadways.
- 12.3. Motorcycles must only be parked on the carriageway. No motorcycle may be parked on a pavement or chained to CEPC’s lampposts or other street furniture. Motorcycles that are parked in contravention of these requirements will receive a Warning Notice and may subsequently be seized by use of a wheel clamp with a requirement for a fee to be paid for removal of the clamp (see section on Enforcement).

4. PARKING OF BICYCLES

- 13.1. Bicycles left parked on a CEPC roadway or pavement or attached to CEPC’s property, railings or other street furniture are liable to receive a Warning Notice. If not removed

within a reasonable time period (normally within 2 hours) the securing locks or chains may be cut and the bicycles seized and removed to the CEPC's premises.

13.2. The owners of bicycles seized by the CEPC may recover them by contacting the CEPC office during weekday working hours and arranging for their collection.

13.3. Bicycles that have been seized and that have not been claimed by their owner after a period of 3 months from the date of seizure will be disposed of by the CEPC.

14. DISABLED PARKING

14.1. A resident with disabilities who requires the regular use of a vehicle may apply to the CEPC for the provision of a disabled parking space in their roadway. Any vehicle using the space must display a valid local authority Blue Badge and a valid CEPC Resident Parking Permit.

14.2. Any Visitor with disabilities who wishes to park on the CEPC's estate must display a valid CEPC Visitors Permit irrespective of whether or not they are also able to display a valid local authority Blue Badge.

5. GENERAL CONDITIONS FOR PARKING

15.1. With the exception of spaces reserved for use by residents with a disability, spaces shall not be allocated or marked out by the CEPC and cannot be reserved temporarily or otherwise by others without specific authority from the CEPC.

15.2. The CEPC discourages the presence of commercial vehicles within the residential terraces unless they are present for specific temporary purposes. The CEPC reserves the right to refuse to issue a Resident Parking Permits to vehicles which it considers to be of a commercial nature, irrespective of whether they belong to a resident. Vehicles falling into this category will include those displaying prominent advertising, or having a size, capacity or configuration indicating that they are more appropriate for business use, e.g. vans or mini-buses.

15.3. The CEPC may give notice to the owner or registered keeper of a vehicle or to the person who is otherwise responsible for it while it is parked on the CEPC's estate of the requirement that the vehicle be moved or removed from the street in circumstances where:

15.3.1. the CEPC's operations require it;

15.3.2. the CEPC reasonably believes that the vehicle is being stored on the street without being regularly moved;

15.3.3. the vehicle is believed to be abandoned or it is in a poor state of repair;

15.4. Where a vehicle owner wishes to leave their vehicle on the street and under a cover that prevents inspection of the permit, the vehicle owner must notify the CEPC of the vehicle details and the period during which it will be under cover and give an undertaking in writing that the appropriate permit will be left in place in the vehicle and subject to inspection by the CEPC on its reasonable request.

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- 15.5. Caravans, trailers or other items may not be parked or stored on the street, irrespective of whether they are attached to a vehicle displaying a valid permit.
- 15.6. The CEPC may temporarily suspend specific areas of parking to allow roadworks, removals or other temporary works or arrangements to take place. Advance warning of parking suspensions may also be given.
- 15.7. In most circumstances, kerbside parking should be aligned with the direction of traffic flow or should follow the usual arrangements adopted by most vehicles parking in the roadway.

16. THE PARKING REGULATIONS GENERALLY

- 16.1. The CEPC's Parking Regulations do not apply to private forecourts, garages or other areas that are demised to Crown lessees and permits cannot be provided to the residents of properties fronting roadways managed by Westminster or Camden, e.g. Albany Street, Park Road, Park Crescent.
- 16.2. The Parking Regulations are independent of any lease obligations relating to parking which may have been entered into by leaseholders with the Crown Estate and the CEPC is under no legal obligation to provide or maintain specific levels of parking or parking permits for residents or others. Where factors beyond the control of the CEPC result in changes to the availability of parking space for whatever reason, e.g. where Crown land used for parking becomes demised, or where a garage is converted into habitable accommodation, the CEPC is not obliged to provide replacement parking space(s) or permits, but will seek to allocate whatever space remains on an equitable basis through the regulation of permits.
- 16.3. The CEPC shall determine whether parking may be permitted in any given roadway and in which specific parts or zones. The CEPC shall determine how many Parking Permits may be issued for the available space and the nature of such Parking Permits. In determining the parking zones and the numbers of permits it makes available, it will take into consideration the available space and any other factor(s) that it feels are relevant: such factors may commonly but not exclusively include: road safety; road width; average vehicle size; the requirement for access to garages and for emergency vehicles, etc.
- 16.4. The CEPC may sub-contract or give permission from time to time for others to issue parking permits and control day-to-day aspects of parking arrangements within specified areas of the CEPC's estate. The CEPC retains ultimate control of parking arrangements on its estate at all times and only the CEPC is authorised to carry out enforcement actions.
- 16.5. The CEPC shall determine whether or not a permit is valid and its determination shall be final. A permit that shows all the correct details on its face may still be invalid where the CEPC's records indicate that the permit has been superseded by a further permit issued at a later time.

6. PARKING ENFORCEMENT

- 17.1. The CEPC has the statutory authority to seize vehicles that are causing an obstruction on its roadways and to take enforcement action where vehicles are parked in

contravention of its Parking Regulations. Anyone subject to an enforcement decision may appeal to the CEPC against that decision. Except in the circumstances set out in paragraph 3.4 above, the Parking Regulations will be enforced via a two-stage process.

- 17.2. A vehicle causing an obstruction or found to be in contravention of the Parking Regulations will first receive a Warning Notice indicating that it is parked in contravention of the Parking Regulations.
- 17.3. If it is found on any further occasion within a 9-month period after receiving a Warning Notice to be again in contravention of the Parking Regulations, the vehicle may be seized by the application of a wheel clamp.
- 17.4. After 15 minutes a vehicle parked without displaying a valid permit in the prescribed manner or when otherwise found to be parking in a location or manner that is in breach of the Regulations will receive a Warning Notice. With or without a permit, no vehicle of any type may be parked within a section of roadway marked with double yellow lines, or with one or more of its wheels resting on top of the pavement or the kerb stones. Vehicles found in contravention of this regulation are liable to be seized immediately by application of a wheel clamp without a requirement to have been issued previously with a Warning Notice.
- 17.5. The Warning Notice will be secured by CEPC Traffic Control officers in a prominent place on the vehicle's windscreen or driver's-side front window.
- 17.6. The Warning Notice will give details of:
 - 17.6.1. the reason why the Notice has been issued;
 - 17.6.2. the location of the vehicle and time of day when the vehicle received the Warning Notice;
 - 17.6.3. the officer who issued the Warning Notice;
 - 17.6.4. how to contact the CEPC;
- 17.7. The Warning Notice shall remain effective for a period of 9 months after which the issuing of a further warning will be required before the vehicle can be clamped.
- 17.8. A vehicle that is found to be parked in contravention of the Parking Regulations and has received a Warning Notice within the last 9 months may be seized by the application of a wheel clamp.
- 17.9. A vehicle which has received a Warning Notice and has not either been removed from the roadway or is displaying a valid permit after a period of 2 hours has elapsed may be seized by the application of a wheel clamp.
- 17.10. On being seized by application of a wheel clamp a Clamping Notice will be secured by CEPC Traffic Control officers in a prominent place on the vehicle's windscreen or driver's-side front window.

17.11. The Clamping Notice will give details of:

- 17.11.1. the reason why the vehicle has been clamped;
- 17.11.2. the location of the vehicle and time of day when the vehicle was clamped;
- 17.11.3. the officer who clamped the vehicle;
- 17.11.4. how to contact the CEPC to obtain release of the vehicle;

17.12. A clamped vehicle may only be released by an authorised CEPC Traffic Control Officer acting on behalf of the CEPC..

17.13. Prior to being released the driver of the vehicle must arrange to pay the release fee. This payment can be made by attending the CEPC offices at 12 Park Square East during the hours 9.00am to 12.30pm or 1.30pm to 5.00pm on Monday to Friday, or by calling the CEPC Traffic Controllers on 07774938715 who can attend the location and take payment by credit or debit card. The Release Fee is set out in the Table of Current Parking Charges. (available from the CEPC's website) A receipt will be offered for all payments that are made.

17.14. The CEPC may make alternative arrangements to receive the payment of the release fee at its discretion but is not obliged to do so.

17.15. Only CEPC Traffic Control Officers are authorised to release wheel clamps. If a clamp is damaged or removed and disposed of by an unauthorised person, the matter will be reported to the police as criminal damage.

18. MAKING AN APPEAL AGAINST A DECISION OF THE CEPC

18.1. Where a person wishes to appeal against an enforcement action taken under the Parking Regulations, such as the seizure of a vehicle by a wheel clamp, the relevant fee must first be paid and the specified release process followed prior to any appeal being made or considered.

18.2. The appellant shall then notify the CEPC in writing that they wish to make an appeal and must include the grounds for the appeal. The matter will then be considered by the Director who may be able to resolve the matter to the appellant's satisfaction. If not, the appellant will be offered the opportunity to attend a meeting with Commissioners in order to state their case and present evidence.

18.3. Commissioners will give careful consideration to the appeal and will give a written response to the appellant. Where appropriate, they will adjust the fee or offer the appellant some other appropriate form of redress.

7. DATE OF THE REGULATIONS TAKING EFFECT

These Regulations were approved at a meeting of the Commissioners on 9 December 2021 and came into immediate effect. They supersede all previous versions.