

A hand holding a pen over a document, with a large circular graphic overlay. The background is a blurred image of a hand holding a pen over a document. A large, dark blue circular graphic is overlaid on the image, with a white outline. The word "PATROL" is written in white, uppercase letters in the top right corner of the circle. The text "Finance and statistics" and "Exemplar reporting for Annual Reports" is written in white, lowercase letters at the bottom of the circle. A small white horizontal line is positioned above the text "Finance and statistics".

PATROL

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## Finance and statistics

Exemplar reporting for Annual Reports

**It is important that the public understands why an authority has introduced civil parking enforcement ... supporting wider transport objectives, in particular keeping traffic moving, rather than raising revenue.**

*Guidance for local authorities on enforcing parking restrictions*

**Secretary of State for Transport**

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## Key

<b>SG</b>	Requirement to report from Department for Transport Statutory Guidance: <i>Guidance for local authorities on enforcing parking restrictions</i>
<b>TC</b>	Requirement to report from <i>Local Government Transparency Code 2015</i>

# Introduction



**David Leibling**

Transport Consultant  
Member, PATROL  
PARC Review Group

**Though parking and traffic enforcement in itself attracts considerable interest from the public, the media and other external interest groups, it is the financial aspects surrounding it that provoke the strongest feelings.**

**There is a strong perception that enforcement acts as a 'cash cow' for local authorities.**

The conclusion of the Transport Committee from its 2013 report into civil parking enforcement still stands:

*'Greater transparency is essential to ensure that the public can see how local authorities are spending funds from both parking charges and enforcement activity. Local authorities must work harder to dispel any misunderstandings on parking finance. Annual reports are a key part of this and all local authorities should produce them.'*

The clear presentation of financial information in an Annual Report – income, expenditure and, crucially, the use of any surplus – helps to provide the transparency required to present the local financial aspects of civil parking enforcement.

Also of importance alongside the publishing of financial information is the inclusion of statistics relating to parking and traffic enforcement in your community. While some statistics are mandatory for inclusion under Statutory Guidance and the *Transparency Code 2015*, providing a range of data on the provision and scale of the service that your team delivers over the year can really 'bring the report to life' and help the public understand how local authorities need to meet a range of outcomes for traffic management, for the benefit of residents, businesses and visitors. The use of visuals, such as graphs, pie charts and infographics aids this further still.

PATROL asked me and the independent PARC Review Group to help produce this document, which is intended to act as a template or 'blueprint' for your authority to produce an exemplar financial and statistics section of your next Annual Report.

The tables included throughout are set out to be as transparent and informative as possible, while being simple, digestible and adhering to the requirements of the Department for Transport guidance and *Transparency Code*. They are just as the Review Group would wish to see them when assessing a report for the PARC Awards. In addition, a number of graphics are included to give you a flavour of how statistics from your operational year can be presented to the reader in an engaging way.

**On behalf of the Review Group, I hope the document will inspire you when compiling your next Annual Report and I very much look forward to seeing the results when assessing 2019/20 reports next year.**

# 01

## Penalty Charge Notices (PCNs) issued and paid

	2020/21	2019/20
SG On-street: Number of higher-level PCNs issued	10,000	9,000
SG On-street Number of lower-level PCNs issued	5,000	4,000
SG Off-street: Number of higher-level PCNs issued	3,000	2,500
SG Off-street: Number of lower-level PCNs issued	5,000	5,000
<b>SG Total PCNs issued</b>	<b>23,000</b>	<b>20,500</b>
SG Number of PCNs paid	18,000	15,000
SG Percentage of PCNs paid	78%	73%
SG Number of PCNs paid at a discount rate	14,000	9,000
SG Percentage of PCNs paid at a discount rate	61%	44%
SG Number of PCNs against which an informal challenge or representation was made	3,000	3,500
SG Number of PCNs cancelled as a result of an informal challenge or representation being successful	2,000	1,500
SG Number of PCNs written off for other reasons (e.g. an error by the Civil Enforcement Officer or driver untraceable)	500	600
SG Percentage of PCNs cancelled or written off	11%	10%
SG Number of vehicles immobilised	27	24
SG Number of vehicles removed	10	19

**PENALTY  
CHARGE  
NOTICE**

**2500**

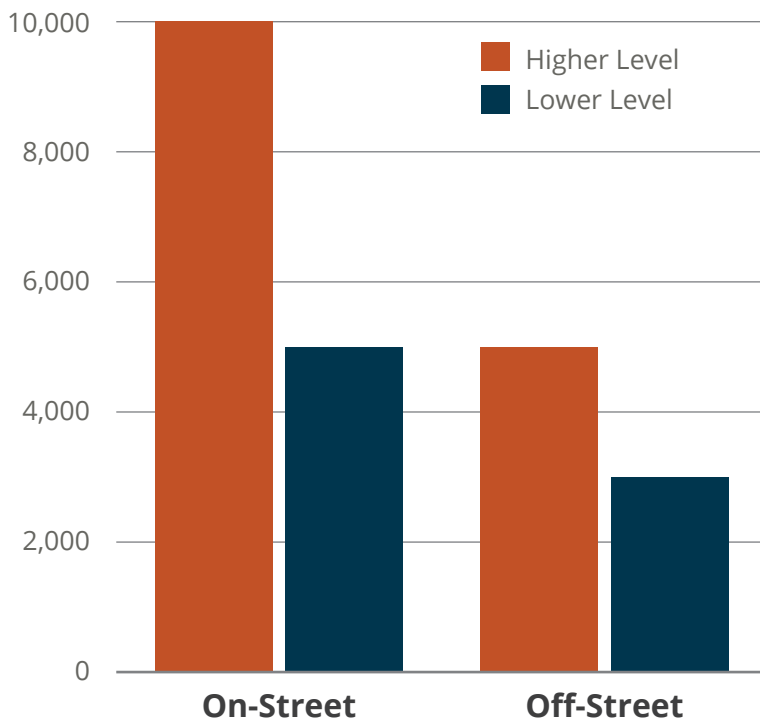
**Number of  
PCNs cancelled**

# 02

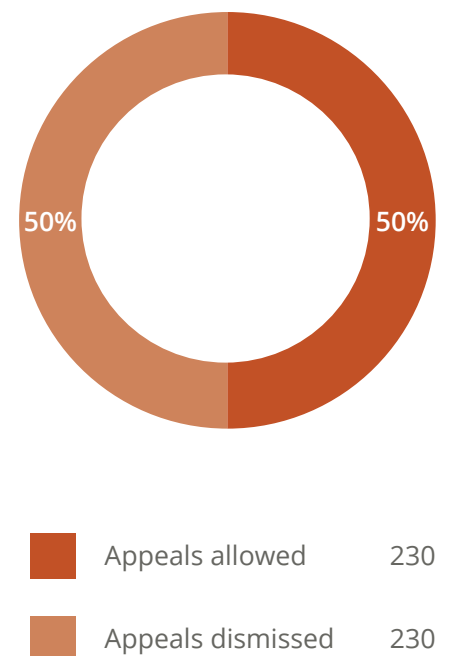
## Appeals to the Traffic Penalty Tribunal

	2020/21	2019/20
Total PCNs issued by council	23,000	20,500
PCNs appealed	460	410
Rate of appeal	0.2%	0.2%
Appeals allowed	230	200
Appeals dismissed	230	210
Appeals allowed as % of appeals submitted	50%	51%

### 2020/21 PCNs issued



### 2020/21 Appeals

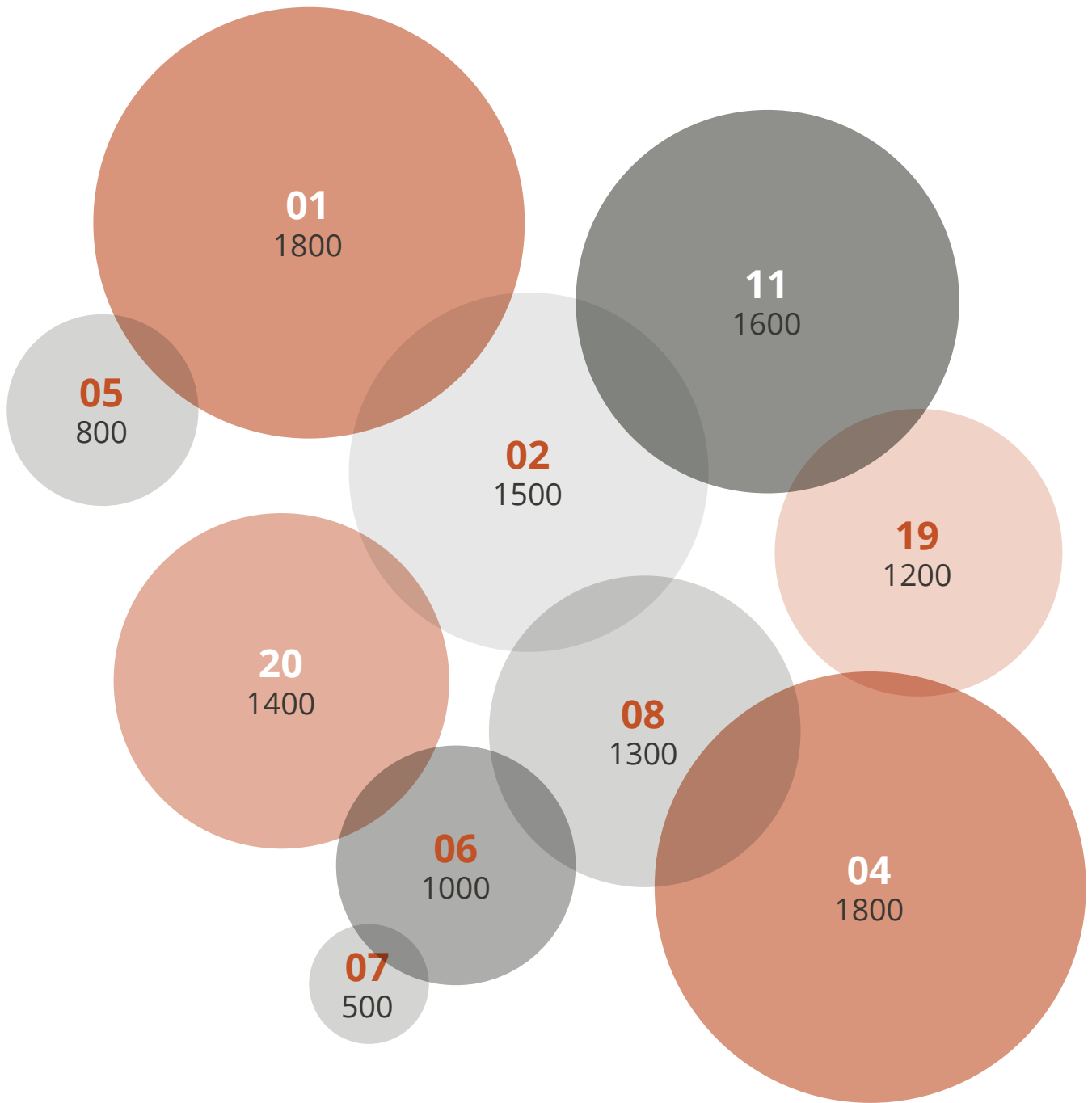


View appeal statistics for the council on the Traffic Penalty Tribunal website [here](#).

# 03

## Top 10 reasons for PCNs being issued

		2020/21		2019/20	
Contravention code and description					
On-street	1	Parked in a restricted street during prescribed hours	Higher	1800	1800
	4	Parked in a meter bay when penalty time is indicated	Lower	1800	1600
	11	Parked without payment of the parking charge	Lower	1600	1500
	2	Parked or loading/unloading in a restricted street where waiting and loading/unloading restrictions are in force	Higher	1500	1400
	20	Parked in a part of a parking place marked by a yellow line where waiting is prohibited	Higher	1400	1300
	8	Parked at an out-of-order meter during controlled hours	Lower	1300	1200
	19	Parked in a residents' or shared use parking place or zone with an invalid virtual permit or displaying an invalid physical permit or voucher or pay & display ticket, or after the expiry of paid for time	Lower	1200	1000
	6	Parked without clearly displaying a valid pay & display ticket or voucher	Lower	1000	800
	5	Parked after the expiry of paid for time	Lower	800	500
	7	Parked with payment made to extend the stay beyond initial time	Lower	500	400
Off-street	82	Parked after the expiry of paid for time	Lower	1000	900
	80	Parked for longer than permitted	Lower	900	800
	87	Parked in a designated disabled person's parking place without displaying a valid disabled person's badge in the prescribed manner	Higher	800	750
	83	Parked in a car park without clearly displaying a valid pay & display ticket or voucher or parking clock	Lower	750	700
	73	Parked without payment of the parking charge	Lower	700	650
	70	Parked in a loading place or bay during restricted hours without loading	Higher	650	600
	86	Not parked correctly within the markings of a bay or space	Lower	600	500
	92	Parked causing an obstruction	Higher	500	400
	95	Parked in a parking place for a purpose other than that designated	Lower	400	250



## ON-STREET

- 01** Parked in a restricted street during prescribed hours
- 04** Parked in a meter bay when penalty time is indicated
- 11** Parked without payment of the parking charge
- 02** Parked or loading/unloading in a restricted street where waiting and loading/unloading restrictions are in force
- 20** Parked in a part of a parking place marked by a yellow line where waiting is prohibited
- 08** Parked at an out-of-order meter during controlled hours
- 19** Parked in a residents' or shared use parking place or zone with an invalid virtual permit or displaying an invalid physical permit or voucher or pay & display ticket, or after the expiry of paid for time
- 06** Parked without clearly displaying a valid pay & display ticket or voucher
- 05** Parked after the expiry of paid for time
- 07** Parked with payment made to extend the stay beyond initial time



# 04

## Parking spaces

*Note: Where controlled parking space is not marked out in individual parking bays or spaces, an estimate of the number of spaces is given*

	2020/21		2019/20	
	On-street	Off-street	On-street	Off-street
<b>TC</b> Number of spaces	5,000	12,000	4,500	11,000

# 05

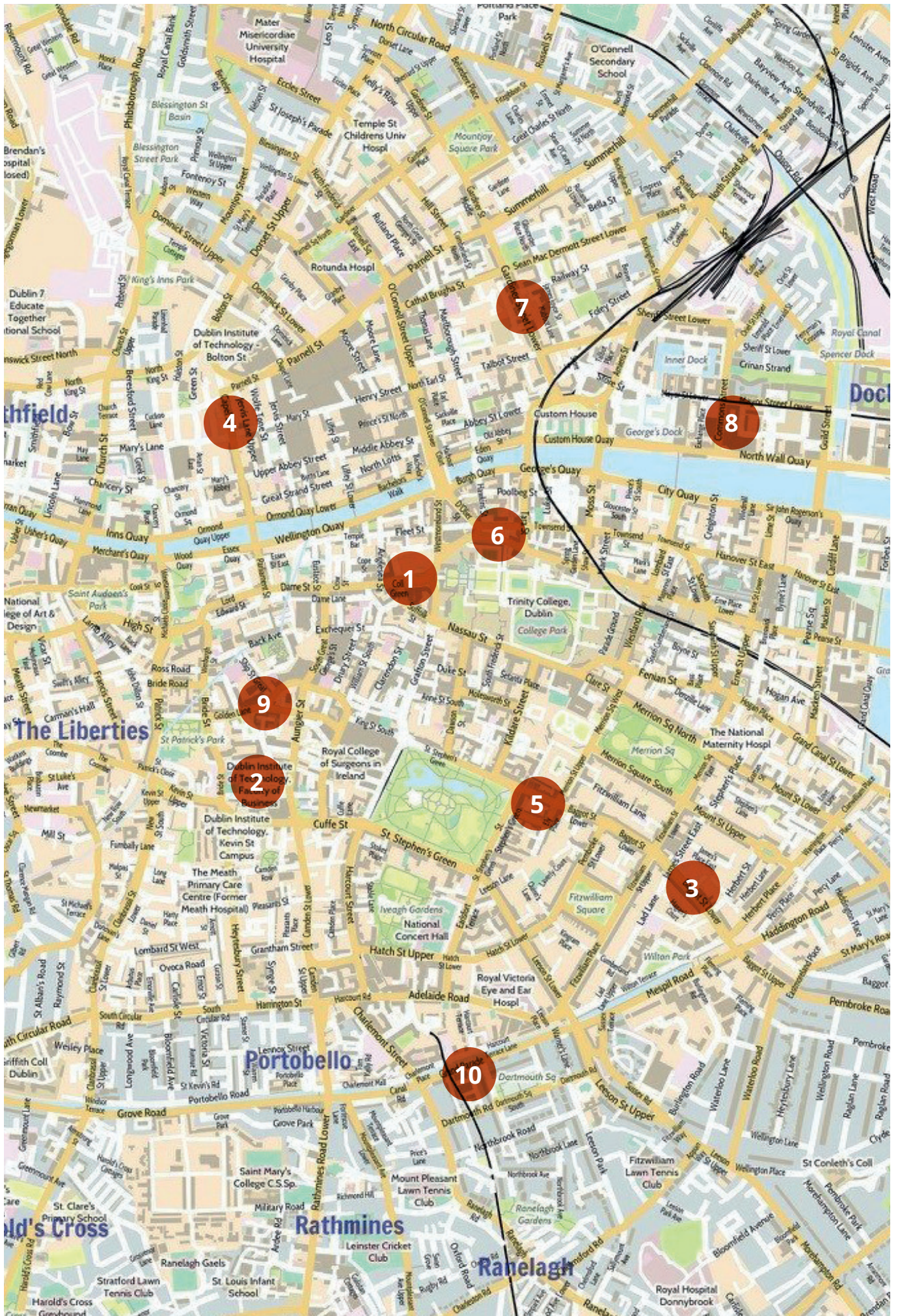
## Streets with the largest number of PCNs issued

*Note: The number of PCNs depends on the length of the street, as well as the number of parking contraventions*

Street	2020/21	2019/20
<b>1</b> College Green	1000	1800
<b>2</b> Bishop Street	1800	1600
<b>3</b> James Street East	1600	1500
<b>4</b> Capel Street	1500	1400
<b>5</b> St Stephen's Green	1400	1300
<b>6</b> D'Olier Street	1300	1200
<b>7</b> Mabbot Lane	1200	1000
<b>8</b> Commons Street	1000	800
<b>9</b> Golden Lane	800	500
<b>10</b> Grand Parade	500	400

**Please note:** Street names listed and indicated in map on following page are for illustrative purposes. All figures associated with them are fictional.





**Please note:** Street names listed on previous page and indicated in map are for illustrative purposes. All figures associated with them are fictional.



# 06

## Financial

		2020/21		2019/20	
		On-street	Off-street	On-street	Off-street
Income	TC Parking payments	300,000	400,000	275,000	375,000
	TC Parking permits	125,000	-	120,000	-
	TC PCNs	900,000	320,000	780,000	300,000
	TC Blue Badge application fees	-	-	-	-
	TC Other	5,000	-	5,000	-
<b>Total</b>		<b>1,330,000</b>	<b>720,000</b>	<b>1,180,000</b>	<b>675,000</b>
Expenditure	Enforcement	450,000	300,000	430,000	270,000
	Administration	150,000	100,000	140,000	130,000
	Maintenance	140,000	50,000	130,000	45,000
	New parking schemes	100,000	50,000	90,000	45,000
	Capital borrowing costs	-	100,000	-	100,000
	<b>Total</b>	<b>840,000</b>	<b>600,000</b>	<b>790,000</b>	<b>590,000</b>
TC Surplus/deficit	<b>490,000</b>	<b>120,000</b>	<b>390,000</b>	<b>85,000</b>	

# 07

## Application of the surplus

In England, the use of surplus on the on-street parking account is set out in Section 55 of the *Road Traffic Regulation Act 1984*, as modified by Regulation 25 of the *Civil Enforcement of Parking Contraventions (England) General Regulations 2007*. The surplus can be used for the following purposes:

- Making good any historic deficits in the parking account.
- Providing off-street parking.
- Providing public transport.
- Improving roads.
- Environmental improvements.

In 2020/21, the council spent the £490,000 surplus as shown opposite.

	2020/21
TC Improving the Station Road car park	180,000
TC School road safety schemes	160,000
TC Additional cycle lanes in Main Street	100,000
TC New residents' parking schemes	50,000
<b>Total</b>	<b>490,000</b>

In Wales: The use of surpluses arising from parking, bus lane and moving traffic enforcement is set out in Part 6 of *The Civil Enforcement of Road Traffic Contraventions (General Provisions) (Wales) Regulations 2013*

How we spent  
the surplus



**£180,000**

improving the  
Station Road car park

**£160,000**

on School road  
safety schemes



**£100,000**

creating additional  
cycle lanes in Main St

**£50,000**

on new resident  
parking schemes



# 08

## Bus lane and moving traffic contraventions

**England:** The use of surpluses is set out in Regulation 36 of *The Bus Lane Contraventions (Penalty Charges, Adjudication and Enforcement) (England) Regulations 2005*

**Wales:** The use of surpluses arising from parking, bus lane and moving traffic enforcement is set out in *Part 6 of The Civil Enforcement of Road Traffic Contraventions (General Provisions) (Wales) Regulations 2013*

### a) Number of PCNs

	2020/21	2019/20
<b>Bus lanes</b>	Number of PCNs	10,000
	Number appealed	480
	% appealed	4.8%
	% of appeals allowed	45%
<b>Moving traffic</b>	Number of PCNs	7,000
	Number appealed	300
	% appealed	4.3%
	% of appeals allowed	45%

### b) Major locations where contraventions occurred

	2020/21	2019/20
<b>Bus lanes</b>	Main Road	1000
	High Street	1800
	Station Street	1600
	Church Road	1500
	Beech Road	1400
<b>Moving traffic</b>	Chestnut Avenue	1300
	Acacia Avenue	1200
	Lime Crescent	1000
	Rowan Street	800
	George Road	500

## c) Financial

	2020/21		2019/20	
	<b>Bus lanes</b>	<b>Moving traffic</b>	<b>Bus lanes</b>	<b>Moving traffic</b>
Income	800,000	560,000	720,000	480,000
Expenditure	450,000	280,000	400,000	260,000
<b>Surplus/deficit</b>	<b>350,000</b>	<b>280,000</b>	<b>320,000</b>	<b>220,000</b>

## Moving traffic

contraventions refer to actions such as stopping in a yellow box junction or making a prohibited turn

# Notes for Local Authorities

1. Figures should be to the nearest £ (no pence) (although in many cases to the nearest £000 would be adequate)
2. Percentages over 10% should be shown to the nearest whole number (35%); percentages less than 10% should have one decimal place (2.5%)
3. Lists of major contraventions should be shown with the most frequent first, not in order of contravention code, and showing the top 10 or 20 at the most. Similarly, for the streets with large numbers of contraventions
4. All finance figures should be shown as positive. Income should not be shown as negative, which is confusing
5. Interest should not be shown
6. The figures should be reconciled, if necessary, to the local authority's submissions to the Ministry of Housing, Communities and Local Government (MHCLG), published each year as Local Government Revenue Expenditure and Financing<sup>1</sup>
7. Comparison with the previous year is normally sufficient, but longer term high-level trends can be shown if necessary
8. There is little point in showing monthly figures for anything, unless possibly to show the uptake of a new service or operation

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<sup>1</sup> <https://www.gov.uk/government/collections/local-authority-revenue-expenditure-and-financing>