

ADDITIONAL DISCLOSED MATERIAL

Schedule 2

THE SPECIFICATION

APPENDICES 2-8 INCLUSIVE

APPENDIX 2: CONTRAVENTION CODES AND OBSERVATION PERIODS

| Contravention Code | Short Description | Observation period |
|--------------------|--|--------------------|
| 80 | Parked for longer than the maximum period permitted | 5 mins |
| 81 | Parked in a restricted area in a car park | n/a |
| 82 | Parked after the expiry of paid for time | 5 mins |
| 85 | Parked in a permit bay without clearly displaying a valid permit | 5 mins |
| 86 | Parked beyond the bay markings | n/a |
| 87 | Parked in a designated disabled person's parking place without displaying a valid disabled person's badge in the prescribed manner | n/a |
| 91 | Parked in a car park or area not designated for that class of vehicle | n/a |
| 99 | Stopped on a pedestrian crossing or crossing area marked by zigzags | n/a |

| | | |
|----|--|--|
| 1 | Parked in a restricted street during prescribed hours | Only if a commercial vehicle is observed loading |
| 2 | Parked or loading/unloading in a restricted street where waiting and loading/unloading restrictions are in force | n/a |
| 5 | Parked after the expiry of paid for time | 5 mins |
| 11 | Parked without payment of the parking charge | 3 mins |
| 12 | Parked in a residents' or shared use parking place or zone without clearly displaying either a permit or voucher or pay and display ticket issued for that place | Observed for period taken to issue PCN |
| 16 | Parked in a permit space without displaying a valid permit | Observed for period taken to issue PCN |
| 18 | Using a vehicle in a parking place in connection with the sale or offering or exposing for sale of goods when prohibited | n/a |
| 19 | Parked in a residents' or shared use parking place or zone displaying an invalid permit, an invalid voucher or an invalid pay & display ticket | 3 mins |
| 21 | Parked in a suspended bay or space or part of bay or space | n/a |

Schedule B: Specification for Parking Enforcement

| | | |
|----|--|--|
| 23 | Parked in a parking place or area not designated for that class of vehicle | n/a |
| 24 | Not parked correctly within the markings of the bay or space | n/a |
| 25 | Parked in a loading place during restricted hours without loading | 5 minutes depending on the vehicle class |
| 26 | Parked in a special enforcement area more than 50cm (or other specified distance) from the edge of the carriageway and not within a designated parking place | n/a |
| 27 | Parked in a special enforcement area adjacent to a dropped footway | n/a |
| 30 | Parked for longer than permitted | 5 mins |
| 34 | being in a bus lane | n/a |
| 40 | Parked in a designated disabled person's parking place without displaying a valid disabled person's badge in the prescribed manner | n/a |
| 45 | Parked on a taxi rank | n/a |

Schedule B: Specification for Parking Enforcement

| | | |
|----|--|--------|
| 47 | Stopped on a restricted bus stop or stand | n/a |
| 48 | Stopped in a restricted area outside a school when prohibited | n/a |
| 55 | A commercial vehicle parked in a restricted street in contravention of the Overnight Waiting Ban | n/a |
| 61 | A heavy commercial vehicle wholly or partly parked on a footway, verge or land between two carriageways | n/a |
| 62 | Parked with one or more wheels on or over a footpath or any part of a road other than a carriageway | n/a |
| 73 | Parked without payment of the parking charge | 3 mins |
| 74 | Using a vehicle in a parking place in connection with the sale or offering or exposing for sale of goods when prohibited | n/a |



APPENDIX 3: CAMERA LOCATIONS

| CAMERA NUMBER | LOCATION |
|----------------------|--|
| U1 (601) | A5 Cricklewood Broadway / Junc/W Depot Approach NW2 |
| U2 (613) | A5 Edgware Road / Cricklewood Broadway O/S no. 400 |
| U3 (603) | West Hendon Broadway J/W Milton Road / 40m Nth of Stanely Rd NW9 |
| U4 (604) | West Hendon Broadway Opposite Telford Road NW9 |
| U5 (610) | The Hyde/West Hendon Broadway |
| U6 (612) | A5 The Hyde / 20m North of J/W Hyde Estate Road NW9 |
| U7 (611) | A5 The Hyde / Southside of J/W Rushgrove Avenue |
| U8 (608) | A5 The Hyde / 40m Nth of Colindale Avenue NW9 |
| U9 (609) | A5 Burnt Oak Broadway / Southside of J/W Barnfield Road HA8 |

APPENDIX 4: CAR PARK INFORMATION

| London Borough of Barnet Car Parks | Status | Duration of restricted parking | Is this car park restricted by entrance barriers? | No. of P&D spaces | No. of free parking spaces | No. of Disabled bays | Motorcycle bay | Resident bays | Business bays | Ward bays | Reserved | Totals |
|--|----------------|--------------------------------|---|-------------------|----------------------------|----------------------|----------------|---------------|---------------|-----------|----------|--------|
| Watling Car Park & Market, Barnfield Road, Edg | P&D | Long Stay | NO | 221 | | 5 | 1 | | | | | 227 |
| Lodge Lane car park, Finchley N12 | P&D | Long Stay | NO | 221 | | 9 | 2 | | | | | 232 |
| Bunns Lane Car Park NW7 | P&D | Long Stay | NO | 178 | | 4 | 2 | | | | | 184 |
| Daws Lane car park NW7 | Free | Free | NO | | 93 | 5 | | | | 4 | | 102 |
| Perrysfield Way (Car Park) NW9 | P&D | Up to 3 hours max | NO | 66 | | 2 | 1 | | | | | 69 |
| Perrysfield Way (Car Park) NW9 | Permit holders | Permit holders only | NO | | | 2 | | | | 19 | | 21 |
| Fitzjohn Avenue car park EN5 | P&D | Long Stay | NO | 87 | | 2 | | | | | | 89 |

Schedule B: Specification for Parking Enforcement

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|--|----------------|----------------------------|-----------------|--|--|----|----|--|---|---|--|--|--|--|--|---|--|--|--|--|----|----|
| Stapylton Road car park, Barnett EN5 | P&D | Long Stay | NO | | | 61 | | | 2 | | | | | | | | | | | | 63 | |
| Moxon Street car park EN5 | P&D | Long Stay | NO | | | 58 | | | 3 | | | | | | | 1 | | | | | | 62 |
| Church Hill Car Park - r/o 9-43, Church Hill Road, EN4 | Free | Free | NO | | | | 68 | | 2 | | | | | | | | | | | | | 70 |
| Stanhope Road Car Park (2-10), N12 MAIN | P&D | Long Stay - Up to 4 hours | NO | | | 50 | | | 2 | | | | | | | | | | | | | 52 |
| Castle Road Car park N12 | P&D | Long Stay | NO | | | 49 | | | | 1 | | | | | | | | | | | | 50 |
| The Burroughs Car Park (17-23), Hendon NW4 | P&D | Short Stay - Up to 2 hours | NO | | | 18 | | | | | | | | | | | | | | | | 18 |
| Osidge Lane car park N14 | Free | Free | NO | | | | 33 | | 1 | | | | | | | | | | | | | 34 |
| Quakers Course car park NW9 | Free | Free | NO | | | | 43 | | | | | | | | | | | | | | | 43 |
| East Barnet Road Car Park North (87-81) EN4 | P&D | Long Stay | NO | | | 37 | | | 2 | | | | | | | | | | | | | 39 |
| Egerton Gardens | Free | Free | YES - Manage by | | | | 28 | | 1 | | | | | | | | | | | | | 29 |

Schedule B: Specification for Parking Enforcement

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|---|---------------------|---------------------------|----|-----------|----|--|--|---|--|--|---|--|----|--|--|----|--|--|--|--|----|------|
| Car Park, NW4 | | | | Town hall | | | | | | | | | | | | | | | | | | |
| New Brent Street car park NW4 | Free | Free | NO | | | | | | | | | | | | | 26 | | | | | 26 | |
| Brunswick Park Road car park N11 (See notes) | Free | Free | NO | | | | | | | | | | | | | 20 | | | | | 20 | |
| East Barnet Road Car Park South (120-126) EN4 | P&D | Long Stay | NO | | 20 | | | 2 | | | | | | | | | | | | | 22 | |
| The Burroughs Car Park (31-41), Hendon NW4 | Permit holders only | Permit holders only | NO | | | | | 2 | | | | | 24 | | | | | | | | | 46 |
| Woodhouse Road 14-18, Car Park, N12 | P&D | Long Stay | NO | | 10 | | | | | | 1 | | | | | | | | | | | 11 |
| Stratford Road Car Park, EN5 | Permit holders only | Permit holders only | NO | | | | | | | | | | 7 | | | | | | | | | 7 |
| Stanhope Road Car Park adj 7, N12 TOP | P&D | Long Stay - Up to 4 hours | NO | | 31 | | | 1 | | | | | | | | | | | | | | 32 |
| Stanhope Road Car Park adj 25, N12 9DT LOWER | P&D | Long Stay | NO | | 31 | | | 1 | | | | | | | | | | | | | | 32 |
| | | | | | | | | | | | | | | | | | | | | | | 1580 |

APPENDIX 5: HEALTH AND SAFETY CLAUSES FOR STANDARD TERMS AND CONDITIONS OF CONTRACT FOR SUPPLIERS OF SERVICES

General Health and Safety clauses:

1. The Service Provider shall ensure the health and safety of its employees and any other person who may come into contact with, or be affected by, its activities and ensure the provision of welfare and first aid facilities for its employees.
2. The Service Provider shall comply with the requirements of all Legislation and codes of practice relating to health, safety and fire, which may apply to staff and other persons in the performance of its obligations under the Contract.
3. The Service Provider shall carry out all necessary statutory tests and inspections and shall provide the Council's Representative with details on request.
4. The Service Provider shall employ, or have arrangements for access to, 'Competent' health and safety advice and shall notify the Council's Representative of these arrangements. The Service Provider will also be required to nominate a representative to liaise with the Authorised Officer on all Health and Safety matters.
5. The Service Provider shall have a written Health and Safety Policy which must be at least equivalent to the Councils Policy in scope and effectiveness and shall ensure that employees are aware of and comply with this Health and Safety Policy.
6. The Service Provider shall have in place health and safety management systems that comply with the guidance contained in HSG 65, or equivalent, to include assessing and controlling risk for any activity that may affect staff or any other person who may come into contact with those activities. The Service Provider shall also produce Method Statements for high risk activities, as requested by the Council's Representative, and provide that information on request.
7. The Service Provider shall have in place procedures and arrangements for emergencies and notify the Council's Representative of these on request.
8. The Service Provider will inform the Council's Representative of any subcontractors employed to carry out any functions in the performance of its obligations under the contract. The Service Provider shall be responsible for managing and reporting on these sub-contractual arrangements and any changes to those arrangements.

9. The Service Provider shall keep its health and safety policies, procedures and risk assessments under review and comply with any changes, amendments or further lawful instructions reasonably requested or issued by the Council in connection with the Service Providers health and safety policies, procedures or working methods. The Service Provider shall notify the Council of any changes made.
10. The Service Provider shall ensure that all equipment installed, used and maintained to meet statutory requirements, appropriate standards and manufacturers recommendations.
11. The Service Provider must ensure that any equipment supplied or loaned to them by the Council is properly maintained and that their employees are competent to use this equipment.
12. The Service Provider shall promptly notify the Council of any health and safety hazards which may arise in connection with the performance of its obligations under the Contract. The Council shall notify the Service Provider of any health and safety hazards which may exist or arise and which may affect the Service Provider in the performance of its obligations under the Contract.
13. The Service Provider shall ensure that all its employees are notified and adhere to all health and safety rules, including emergency procedures and means of escape, when working on Council premises.
14. The Service Provider shall inform the Council's Representative, within 24 hours, of any Major Injury, Reportable Disease or Reportable Dangerous Occurrence that occurs in the performance of its obligations under the Contract.
15. In all instances, the Service Provider shall ensure the Council's Representative has reasonable access to the Service Provider's premises, sites and activities and co-operate and provide such reasonable assistance as may be necessary to facilitate monitoring. Failure to provide such reasonable assistance shall be deemed a "Serious Breach" of the conditions of this contract.
16. The Council's Representative shall be empowered to suspend the provision of the services in the event of non-compliance by the Contactor with the health and safety requirements of the contract or for breaches of health and safety legislation or Council policy. The Service Provider shall not resume provision of the services until the Council's Representative is satisfied that the non-compliance has been satisfied.
17. No payment will be made for any part of the Services omitted as a result of a cessation of the Services required by the Council due to breach of any health and safety requirement and neither will any additional payment be made for steps which the Council's Representative requires the Service Provider to take to remedy the breaches of the health and safety requirements.

H&S Performance

18. The Service Provider will provide the Council's Representative with an annual report on the previous year's health and safety performance and health and safety performance targets for the subsequent twelve (12) months to include indicators agreed with the Council's Representative.
19. The Council may require the Service Provider to provide the Council's Representative with more regular health and safety performance reports or additional health and safety performance indicators dependant on the nature and level of risk.
20. The Council's Representative may periodically undertake spot checks to ensure that the Service Provider is complying with its health and safety obligations under this Contract and the Service Provider shall co-operate fully, at its own cost, with the Council.

APPENDIX 6: REPRESENTATIONS AND APPEALS PROCESS

| Correspondence Type | Responsibility for Investigation | Responsibility to draft Response or Case Summary | Evidence collated by | Who can sign off | Signature Required | Post Responsibility |
|--------------------------|----------------------------------|--|----------------------|------------------------|------------------------|---------------------|
| Informal Correspondence | Service Provider | Service Provider | Service Provider | Service Provider | Service Provider | Service Provider |
| Formal Representations | | | | | | |
| <i>Change of Keeper</i> | Service Provider | Service Provider | Service Provider | Service Provider | Service Provider | Service Provider |
| <i>Other</i> | Service Provider | Service Provider | Service Provider | Council Representative | Council Representative | Service Provider |
| Appeals | Service Provider | Service Provider | Service Provider | Council Representative | Council Representative | Service Provider |
| Charge Certificate | Service Provider | Service Provider | Service Provider | Service Provider | Service Provider | Service Provider |
| After Charge Certificate | Service Provider | Service Provider | Service Provider | Service Provider | Service Provider | Service Provider |

APPENDIX 7: SAMPLE DOCUMENTS

PENALTY CHARGE NOTICE (PCN) ROAD TRAFFIC REGULATION ACT 1984 (as amended) LONDON LOCAL AUTHORITIES ACT 1996 (as amended)

«KEEPER_COMPANYADDRESS»
«KEEPER_OWNERNAME»
«KEEPER_COMPANYNAME»
«KEEPER_FLATFLOORNUMBER»
«KEEPER_BUILDINGNUMBER»
«KEEPER_STREET»
«KEEPER_LOCALITY»

Penalty Charge Notice Number:
«NOTICES_PCNI»
Vehicle Registration Number: «VEHICLE_REG»
Date of this Notice: «NOTICES_PRTDATE»

This Notice is issued by the London Borough of Barnet ('the Council') under the above Acts.

The Council believes that a Penalty Charge is payable with respect to the above vehicle for the following alleged traffic contravention: «NOTICES_OFFENCECODE» Being in a Bus Lane in «NOTICES_STREETADDRESS» «NOTICES_POSTCODE» on «NOTICES_ISSUEDATE» at «NOTICES_ISSUETIME»

This alleged contravention was seen and recorded by a camera operator who was observing real time pictures from a road side camera at the time stated.

DO NOT IGNORE THIS NOTICE

The full amount of the penalty charge is £«NOTICES_BUSLANEFULLCHGAMT»
The Penalty Charge of £«NOTICES_BUSLANEFULLCHGAMT» must be paid before the end of the period of 28 days beginning with the date of this notice.

A reduced charge of £«NOTICES_BALOS» is payable

If the penalty charge is paid before the end of the period of 14 days beginning with the date of this notice a reduced amount of £«NOTICES_BALOS» is payable. Payment should be sent to the payment address detailed in the "How to Pay" section of this document.

If the Penalty Charge is not paid before the end of the 28 day period, an Enforcement Notice may be served by the Council on the person appearing to be the owner of the vehicle. The Enforcement Notice will allow formal representations on the following grounds:

That the recipient never was the owner of the vehicle in question;

That the recipient had ceased to be the owner of the vehicle before the date on which the penalty charge was alleged to have become payable;

That the recipient became the owner of the vehicle after that date;

That at the time that the alleged breach of the bus lane regulations took place, the person who was in control of the vehicle was in control of the vehicle without the consent of the owner;

That there was no breach of the bus lane regulations.

Please see the relevant sections for more details of how to pay (“How to Pay”) and what to do if you think that this PCN should not have been issued (“How to Challenge”).

Data Protection statement

The London Borough of Barnet will use any data collected through the issuing of this Penalty Charge Notice for the enforcement of traffic contraventions and other associated purposes. This data may also be disclosed to London Councils and other enforcement agencies. All processing of this data will be in accordance with the Data Protection Act 1998.

HOW TO CHALLENGE

If you do not think this penalty charge notice should have been issued, you should write to us at: London Borough of Barnet, Parking Team, PO Box 27284, London, N11 1YB, e-mail us at parking@barnet.gov.uk or fax us on 0870 889 6796. Please quote your penalty charge notice number and include any available supporting evidence.

If you write to us within 14 days and we do not accept your challenge, we will give you the chance to pay the reduced rate £«NOTICES_BALOS» for another 14 days from when we write back to you.

If the penalty charge remains unpaid, an Enforcement Notice will be sent to the owner of the vehicle, who will then have 28 days to make formal representations against liability for payment of the penalty charge.

If you wish to arrange to view a recording of this alleged contravention, obtain still images from the recording, or if you have any other query about this penalty charge notice, please telephone our helpline on 020 8359 7446. Please note that we can only provide advice on the telephone. If you want to challenge the Penalty Charge Notice, then you must write to us at the address provided above.

HOW TO PAY

Telephone payment: Call our 24 hour automated payment line on 08453 010 206, on any day and follow the instructions. Our system will confirm the amount payable.

Online payment: <http://www.barnet.gov.uk/online-services/online-payments.htm>
the system will prompt the amount payable.

By post: Cheques and postal orders can be sent by post. All cheques and postal orders must be payable to "London Borough of Barnet". Ensure cheques are correctly signed and dated. We will not accept post-dated cheques. Ensure postal orders are stamped by the Post Office. Write the PCN number (the "AG number" on the notice) and the vehicle registration number on the back of the cheque or postal order. Ensure the amount in figures is the same as the amount in words.

Postal credit or debit card payments can no longer be made. Please use the automated payment line or the online payment facility to make a payment using your credit or debit card. We accept Visa, Mastercard, Switch, Maestro, Delta, & Solo card payments.

All postal payments should be sent to: London Borough of Barnet, Parking Process, P.O. Box 27284, London N11 1YB. Payment cannot be made by instalments. If insufficient payment is made the balance will be pursued as if the penalty was not paid.

Do not send cash in the post. Please do not send any payment if you want to challenge this penalty charge notice.

CHARGE CERTIFICATE
ROAD TRAFFIC REGULATION ACT 1984 (as amended)
LONDON LOCAL AUTHORITIES ACT 1996 (as amended)

«KEEPER_COMPANYADDRESSE
E»
«KEEPER_OWNERNAME»
«KEEPER_COMPANYNAME»
«KEEPER_FLATFLOORNUMBER»
«KEEPER_BUILDINGNUMBERNA
ME» «KEEPER_STREET»
«KEEPER_LOCALITY»

Date:
«NOTICES_PRTDAT
E»

Penalty Charge Notice Number: «NOTICES_PCNID»
Date of Contravention: «NOTICES_ISSUEDATE»
Location of Contravention: «NOTICES_STREETADDRESS»
«NOTICES_POSTCODE»

We issued an Enforcement Notice on «**EN_PRINTEDDATE**» which explained that as the person we believe is the owner of the vehicle, registration number «**VEHICLE_REG**», you had to pay a penalty charge, or write to us explaining why you believed you did not have to pay it.

We are now sending you this Charge Certificate because the penalty charge has not been paid and one of the following applies:

1. You did not make representations as specified on the Enforcement Notice
2. You made representations as specified on the Enforcement Notice and the Council served a notice of rejection, but no appeal was made against the notice of rejection
3. Your appeal against a notice of rejection to the adjudicator was unsuccessful
4. You appealed against a notice of rejection but it was withdrawn before the decision of the adjudicator was made

As a result, the penalty charge has now increased by 50% to £«**NOTICES_BALOS**» You must pay this increased amount before the end of the period of 14 days, beginning with the date this certificate was served. Please refer to the "How to Pay" section.

If we do not receive payment before the end of the 14 day period, we may register the charge as a debt at the county court (which incurs a further charge of £7.00) and ultimately we may pass the case to bailiffs to recover the debt.

We strongly advise that you deal with this matter now as if it is passed to bailiffs they will add their costs, which may significantly increase the amount that will need to be paid.

If you have any questions about this Charge Certificate, please telephone our helpline on 020 8359 7446

HOW TO PAY

Telephone payment: Call our 24 hour automated payment line on 08453 010 206, on any day and follow the instructions. Our system will confirm the amount payable. Online payment: <http://www.barnet.gov.uk/online-services/online-payments.htm> **the system will prompt the amount payable.**

By post: Cheques and postal orders can be sent by post. All cheques and postal orders must be payable to "London Borough of Barnet". Ensure cheques are correctly signed and dated. We will not accept post-dated cheques. Ensure postal orders are stamped by the Post Office. Write the PCN number (the "AG number" on the notice) and the vehicle registration number on the back of the cheque or postal order. Ensure the amount in figures is the same as the amount in words.

Postal credit or debit card payments can no longer be made. Please use the automated payment line or the online payment facility to make a payment using your credit or debit card. We accept Visa, Mastercard, Switch, Maestro, Delta, & Solo card payments.

All postal payments should be sent to: London Borough of Barnet, Parking Process, P.O. Box 27284, London N11 1YB. Payment cannot be made by instalments. If insufficient payment is made the balance will be pursued as if the penalty was not paid.

Do not send cash in the post. Please do not send any payment if you want to challenge this penalty charge notice (see over).

APPENDIX 8: ENVIRONMENTAL RESPONSIBILITY

| Strategic objective | Owned by | Initiatives, projects and work streams ^[1] (Work Description) | Key partner/s | Deadline | Outcomes or targets aimed for in 2011/12 | Monitored via |
|---|---|---|---|-----------------------------|--|---------------|
| Work with residents to reduce CO2 emissions in Barnet SCS Links: Environmentally Responsible | Planning, Environment & Regeneration Assistant Director | Initiative: Work with partners to identify ways in which the council can reduce carbon emissions across the Borough | All Planning, Environment & Regeneration Contractors namely GLL, Volker Highways, Greenspaces | 31 st March 2012 | Performance target: Reducing our own emissions by 1% for LBB fleet usage and ensure similar compliance from suppliers through our contracts | SMB |