Annual Parking Report 2025/26

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Introduction

Sevenoaks District Council manages its off-street public car parks in towns and villages across the district.

Through an Agency Management Agreement with Kent County Council, (the Highway Authority) the District Council manages on-street parking schemes and manages and maintains on-street parking restrictions across the Sevenoaks District.

The Council operates several public car parks and on street pay and display facilities in towns and villages across the district. It is important to regulate these finite resources to balance the needs of parking users, including commuters, local businesses, residents, shoppers and other visitors including tourists.

The Council's approach has been to ensure its parking charges are set to encourage people to use parking spaces responsibly while at the same time promoting a good turnover of parking spaces for the benefit of businesses and visitors. Parking charges are one aspect of effective parking management; however, others – such as hours and days of operation and maximum stay periods – are also kept under review.

The Council has committed to its Climate Change Strategy and is dedicated to helping the community achieve this too. The contribution private cars make to carbon emissions and air quality in the district is recognised and the Council is keen to promote the use of more environmentally considerate alternatives where possible.

Parking Services are working on delivering electric vehicle charging hubs for residents without access to electric charging points, pay on exit, utilising barrierless automated number plate reader (ANPR) technology, improving on-street safety outside schools and improvements across its car parks including car park resurfacing, landscaping etc.

Legislation

The Road Traffic Act 1991 (RTA 91) - The RTA 91 brought in the Decriminalisation of Parking Offences which made several changes to traffic law and enabled local authorities to take responsibility in respect of parking offences and enforcement. The act allowed local authorities to carry out enforcement rather than the Police.

The Traffic Signs Regulations and General Directions Act 2016 - This legislation set out how lines and signs should appear on the highway and could only be amended by approval of The Secretary of State.

Traffic Management Act 2004 (TMA) - The Act sets out additional powers and requirements for Local Authorities regarding Parking and Enforcement. Part 6 requires the council to publish an Annual Parking Report on Enforcement activities and financial returns.

It should be noted that Sevenoaks District Council does not remove or immobilise vehicles as any part of its enforcement duties and operation.

Section 87 - Statutory guidance for local authorities in England on civil enforcement of parking contraventions

Road Traffic Regulation Act 1984 - This act grants local authorities the power to provide and manage parking places, including off-street parking and setting charges for their use.

Traffic Orders in the Sevenoaks District

All current and live traffic orders can be seen on an interactive mapping system, operated by Kent County Council. This can be accessed by visiting https://kent.traffweb.app.

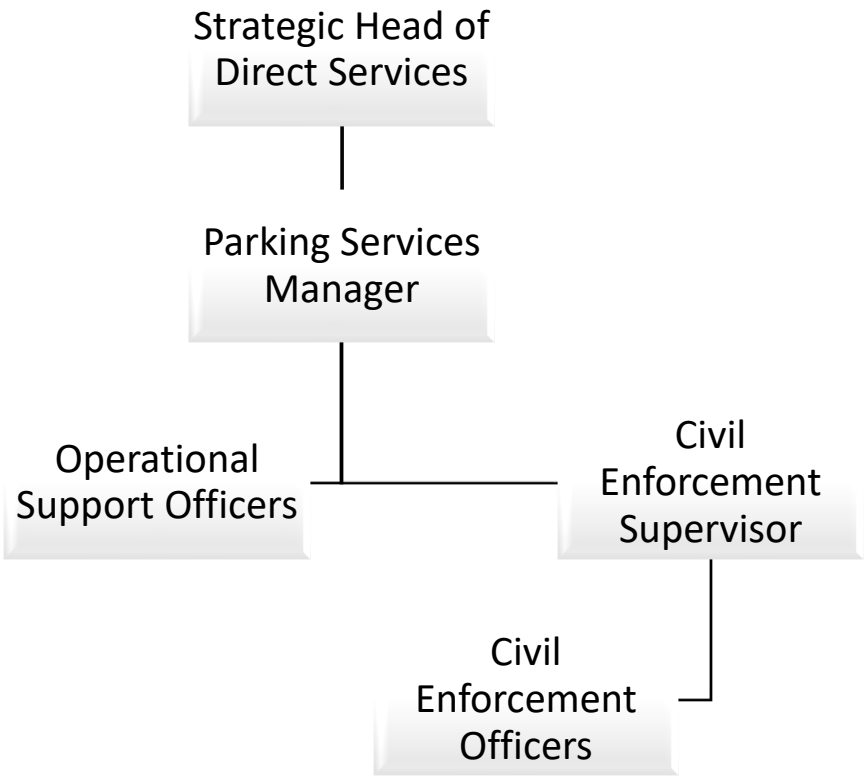
Car parks (off street)

The District Council operates car parks in the following locations:

Car Park Location	Spaces available
Sevenoaks Bligh's	205
Sevenoaks Buckhurst 1	77
Sevenoaks Town (formerly Buckhurst 2)	480
Sevenoaks South Park	135
Sevenoaks Suffolk Way	226
Sevenoaks St. John's Hill/St. James	71
Sevenoaks Bradbourne	422
Sevenoaks Holmesdale Road (Free)	32
Holly Bush Recreation Ground (Free)	123
Sevenoaks Council Offices (Free – weekends only)	146
Swanley Station Road	44
Swanley Park Road	30
Swanley Bevan Place	79
Westerham Darent (Main Town) excluding overflow	91
Westerham Quebec Avenue	35
Westerham Vicarage Hill	13
Eynsford High Street (Free)	20
Total available spaces	**2,228**

The Parking Services Team

The Parking Services Team consists of:



The Civil Enforcement Supervisor oversees the day-to-day operation of car parks (off street) and on-street parking management. Civil Enforcement Officers carry out regular patrols of car parks and on-street controls to ensure that vehicles are parked legally.

Parking Operational Support Officers operate the back-office functions such as:

- Monitoring income
- Considering parking appeals
- Administering debt recovery
- Administering resident permits and season tickets

Parking Services Manager:

- Considers requests for resident parking schemes and disabled persons parking bays
- Delivers parking and transportation related projects
- Arranges responsive and planned maintenance of parking infrastructure, including car parks, parking restrictions and signage

- Attends the Sevenoaks Joint Transportation Board and the Safety Advisory Group
- Carries out informal and formal parking consultations, and arranges parking orders
- Provides general support to the Commercial Operations & Trading Manager and the Head of Direct Services

Controlled Parking Zones (On-street resident parking schemes)

Under the Agency Management Agreement with Kent County Council, (The Highways Authority) the District Council:

- Considers requests for parking schemes
- Implements and amends parking schemes

The implementation of parking schemes involves a statutory process:

- Feasibility studies and an initial design
- Informal consultation on an initial design
- Detailed design based on feedback from the informal consultation
- Formal (21 day) consultation on the detailed design
- Consideration of objections
- Reporting to the Sevenoaks Joint Transportation Board
- Parking order making
- Implementation in including installing signs and lines and processing permit applications
- Review (after 6 to 12 months)

Under resident parking arrangements residents can generally apply for and use an annual permit and visitor vouchers for their guests.

The District Council currently operates on-street resident parking schemes in:

- Edenbridge
- Chevening
- Sevenoaks
- Shoreham
- South Darenth
- Swanley
- Westerham

Some areas around Sevenoaks town and station have non-resident permits. Providing on-street parking for local workers and commuters, optimising kerbside capacity through the day.

On street pay and display

The District Council provides on street pay and display parking in the following locations:

Location	Number of spaces
Halstead (Knockholt Station)	105
Sevenoaks (Town Centre)	62
Sevenoaks (The Vine/ Plymouth Drive)	62
Sevenoaks (St. Botolphs Road)	85
Sevenoaks (Morewood Close)	40
Swanley (Goldsel Road/Azalea Close)	81
Westerham Centre	96
Total	**531**

Free limited wait on-street parking bays are provided at various locations across the district. Some areas have dual use resident and limited wait bays, maximising parking capacity.

The District Council operates pay-and-display, card payments and cashless parking (in partnership with MiPermit) in car parks and on street locations in the district.

Season tickets

The District Council sells season tickets for some of its car parks (off street), which are popular with workers in the town centre and commuters using railway stations.

Parking enforcement

Nine full-time equivalent (FTE) Civil Enforcement Officers (CEOs) carry out regular patrols across the District, Monday to Sunday and on Bank Holidays through the year. CEOs patrol car parks and on-street locations seamlessly. They are required to issue a Penalty Charge Notice (PCN often still referred to as a parking ticket) to any vehicle that is illegally parked.

CEOs are trained to a high standard in customer services, patrolling and evidence gathering. They are not rewarded in relation to the number of parking tickets they issue.

Parking enforcement:

- Maintains revenue and encourages responsible parking
- Ensures a turnover of parking spaces, thereby supporting the vitality and viability of the town centres

- Prevents danger, obstruction caused by illegally, and inconsiderately parked vehicles.
- Protects residential parking close to town centres and close to railway commuter stations.
- Protects blue badge parking.

Penalty Charge Notices

Issuing and administering parking tickets, now known as Penalty Charge Notices (PCNs) is a legal process governed by statute.

- Lower and higher rates apply depending on the seriousness of the parking contravention, the penalty is £50 for a lesser contravention, £70 for a more serious contravention.
- A list of typical higher and lower contraventions attached as Appendix B.
- PCNs are reduced by 50% if paid promptly.
- PCNs can be served in the post if the CEO is prevented from issuing the PCN at the time.
- Supporting evidence including photographs are recorded when the PCN is issued. Video footage can also be recorded using a video badge worn by the CEO.
- The PCN is the responsibility of the vehicle owner/keeper, not the driver at the time the PCN was issued.

Appeals

If the vehicle keeper believes that a PCN has been issued unfairly or that there are circumstances that justify its cancellation they have access to three stages of appeal:

- Informal - they can appeal immediately after the PCN has been issued.
- Formal - if after 28 days the PCN has not been cancelled or paid The District Council serves a 'Notice to Owner' on the owner of the vehicle (normally the Registered Keeper according to DVLA records).
- To the Traffic Penalty Tribunal. This is a statutory body set up to consider parking appeals. Adjudicators who consider the appeal are trained barristers and solicitors. The adjudicator's decision is binding on both Sevenoaks District Council and the appellant.

The process is outlined in a document produced by the Traffic Penalty Tribunal, which is attached as Appendix A.

To improve customer access to the appeals, process these can be accepted by hand, post, online and by e mail. Photographs recorded by the CEO are available to view online.

In the interest of consistency, fairness and transparency Kent County Council and the Kent Borough and District Councils subscribe to a set of guidelines for carrying out enforcement and considering parking appeals.

Finance

The income and expenditure figures for the on-street and off-street car parks accounts are shown in Appendix C.

Decriminalisation (Decrim) Budget - Agency agreement with Kent County Council (KCC)

The Decriminalisation (On street) budget is a ring-fenced fund that accounts for any surplus, after reasonable expenses from the District Council for carrying out the agreed duties on behalf of the Highway Authority under the Road Traffic Regulation Act 1984.

Section 55 of the Road Traffic Regulation Act 1984 states "a local authority shall keep an account of their income and expenditure in respect of parking places (on & off-street) for which they are the local authority".

Section 55(2) states that we must make good any deficit from our General Fund, for example if we spend more on enforcement than we receive in income.

Section 55(3) provides that any surplus can be carried over into the next financial year.

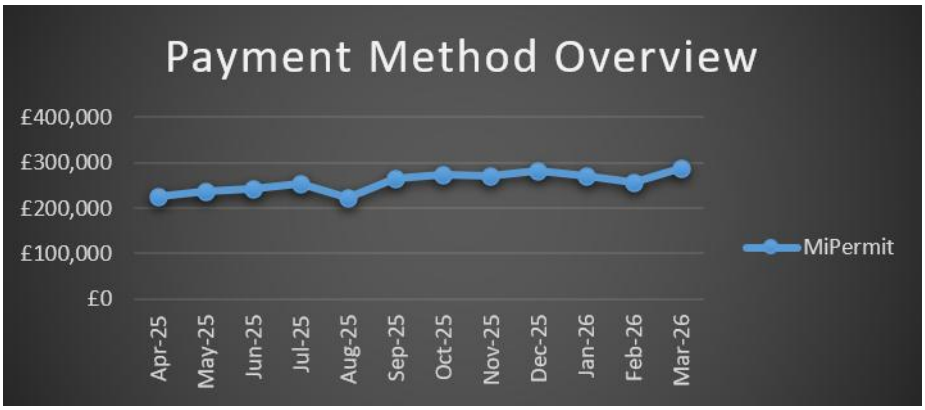
Section 55 (4) sets out what the fund may be spent on:

1. Where the council has previously used money from the General Fund to plug a deficit in parking operations, to pay back that money and applies to the previous 4 years;
2. Meeting all or any part of the cost of the provision and maintenance by the local authority of off-street parking accommodation; Including CCTV, lighting, resurfacing If it appears to the local authority that the provision in their area of further off-street parking is unnecessary, they can meet the costs incurred;
3. Meeting the costs incurred for facilities for public transport services;
4. Highways or road improvements in the local authority area;
5. Environmental improvements in the local authority area;
6. Any other purposes for which the authority may lawfully incur expenditure in accordance with the Road Traffic Regulation Act 1984

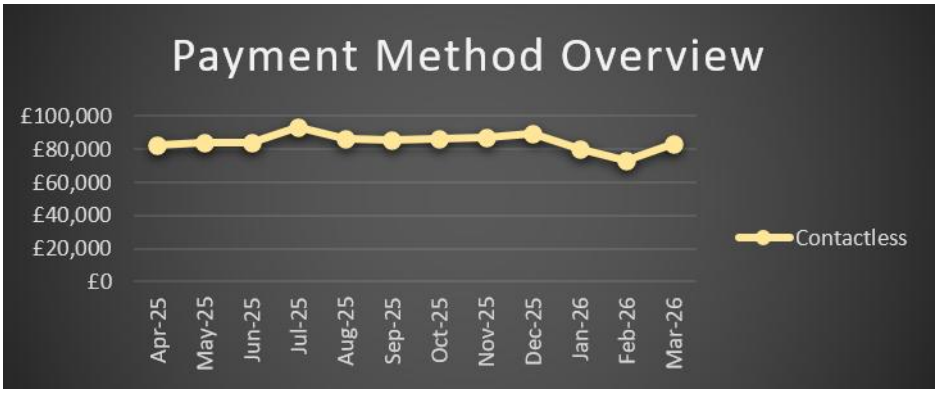
For any queries or for further information please contact:
Trevor Kennett, Strategic Head of Direct Services
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parking.services@sevenoaks.gov.uk

Performance

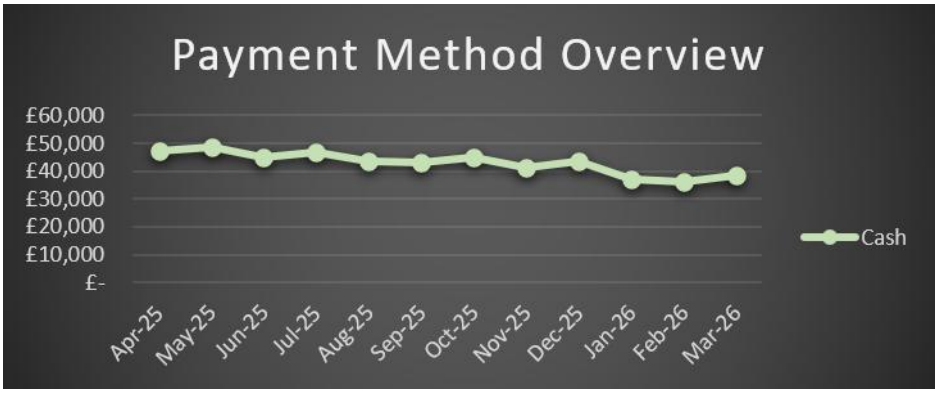
The use of MiPermit represents the main usage method by customers (67%) with monthly use and income remaining consistent through 2025/26.



The use of contactless card payments (22%) continued to increase throughout 2025/26.



The use of cash payments (11%) has continued to fall throughout 2025/26



Parking usage & transaction data

Tracking the customer usage and transaction data shows an increase in usage of 2% from last year.

Usage/Transactions	2023	2024	2025
Jan	107,757	109,857	120,621
Feb	106,167	110,525	117,066
Mar	113,090	113,460	133,932
Apr	100,800	117,393	116,270
May	103,991	120,437	120,730
June	113,499	120,649	120,234
July	116,893	125,251	126,002
August	110,760	117,910	116,571
September	116,975	125,218	126,667
October	115,034	130,112	129,110
November	115,173	126,848	125,198
December	117,938	130,845	131,199
Total customer usage	**1,338,077**	**1,448,505**	**1,483,600**

Appendix A

Examples of higher-level contraventions

- Parked in a restricted street during prescribed hours
- Parked in a designated disabled person's parking place without clearly displaying a valid disabled person's badge
- Parked or loading/unloading in a restricted street where waiting and loading/unloading restrictions are in force
- Parked in a residents' or shared use parking place without clearly displaying either a permit or voucher or pay and display ticket issued for that place
- Parked in a permit space without displaying a valid permit
- Parked in a parking place or area not designated for that class of vehicle
- Parked in a loading place during restricted hours without loading
- Vehicle parked more than 50 cm. from the edge of the carriageway and not within a designated parking place
- Parked adjacent to a dropped footway
- Parked in a parking place designated for police vehicles
- Parked on a taxi rank
- Stopped on a restricted bus stop/stand
- Stopped in a restricted area outside a school
- Parked in a permit bay without clearly displaying a valid permit

Examples of lower-level contraventions

- Parked without clearly displaying a valid pay & display ticket
- Parked after the expiry of paid for time
- Parked without payment of the parking charge
- Parked in a resident' parking space without clearly displaying a valid residents parking permit
- Parked in a residents' or shared use parking place displaying an invalid permit, an invalid voucher or an invalid pay & display ticket
- Not parked correctly within the markings of the bay or space
- Parked for longer than permitted
- Parked without payment of the parking charge
- Parked for longer than the maximum period permitted

Appendix B – PCNs issued for 2025/26

Off street PCNs	Number issued
PCNs issued for parking contraventions	15,073
PCNs paid within 14 days	8,847
PCNs paid after 14 days but before charge certificate	1,383
PCNs paid after charge certificate served	205

On street PCNs	Number issued
PCNs issued for parking contraventions	11,856
PCNs paid within 14 days	7,592
PCNs paid after 14 days but before charge certificate	529
PCNs paid after charge certificate served	179
Higher-level PCNs issued	4,521
Lower-level PCNs issued	7,335

PCNs cancelled or written off	Number
PCNs against which formal or informal representations have been made	8,368
PCNs cancelled as a result of formal or informal representation	4,942
PCNs written off for other reasons	756

Penalty Charge Notice Contravention Codes (Top five offences)

On-Street PCNs issued

- Code 01 – Parked in a restricted street during prescribed hours (yellow lines) – 3,893
- Code 11 – Parked without payment – 2,071
- Code 12 – Parked in a resident's place – 1,874
- Code 30 – Parked longer than permitted – 1,590
- Code 05 – Parked after payment expired - 575

Off-Street PCNs issued

- Code 73 – Parked without payment – 12,502
- Code 82 – Parked after payment expired – 1,835
- Code 86 – Parked beyond bay markings – 385
- Code 85 – Parked in a permit bay – 210
- Code 87 – Parked in a disabled persons parking bay - 131

Appendix C - income and expenditure 2025/26

	On-Street Parking & Enforcement	Car Parks Enforcement	Combined Enforcement (on-street & car parks)	Car Parks Provision & Operations
Salaries	522,943	117,351	640,294	65,334
Transport	16,815	16,639	33,454	1,291
Maintenance	1,357	0	1,357	32,975
Supplies & services	163,150	28,740	191,890	214,212
Property	0	0	0	600,236
Total expenditure	**704,265**	**162,730**	**866,995**	**914,049**
Parking waivers	(40,675)	0	(40.675)	(3,847)
Pay & display charges	(756,071)	0	(756,071)	(3,205,366)
Penalty charge notices	(340,064)	(330,007)	(670,071)	(5,300)
Permits	(115,119)	0	(115,119)	(277,774)
Driveway Access Protection Line	(1,603)	0	(1,603)	0
Rent	0	0	0	(20,692)
Total income	**(1,253,532)**	**(330,007)**	**(1,583,539)**	**(3,512,979)**
Balance (net income)			**(716,544)**	**(2,598,930)**

On Street Surplus

For the financial year 2025/2026 there was a surplus of £90,771.37 compared to budget. There was a £50,000* contribution for the traffic lights junction works in Suffolk Way/High Street, Sevenoaks. (*10-year commitment 2020 to 2030).

How we manage any surplus

The net total we receive from supplying car parking services firstly helps to fund car park improvement projects then secondly helps contribute towards other council services which improve the local environment.

The On Street Parking budget is managed and agreed with Kent County Council via an inter-agency agreement. The Annual Parking Report is audited by KCC each year.

The surplus is managed under Section 55 of the Road Traffic Regulation Act 1984 which states “a local authority shall keep an account of their income and expenditure (Decrim) in respect of parking places for which they are the local authority”.

We consult with KCC if our on-street surplus spending exceeds £170,000 on a single project.

Allowed spending areas under Section 55 and what the fund may be spent on:

a) Where the Council has previously used money from the General Fund to plug a deficit in parking operations, to pay back that money and applies to the previous four years;

b) Meeting all or any part of the cost of the provision and maintenance by the local authority of off-street parking accommodation; Including CCTV, lighting, resurfacing If it appears to the local authority that the provision in their area of further off-street parking is unnecessary, they can meet the costs incurred;

    a. This includes any type of landscaping undertaken in or around off and on street parking, surveys or fees, funding of passenger transport initiatives, any grants to concessionary fare schemes, bus subsidies, publicity of travel, transportation or traffic and any highways improvements.

c) Environmental improvements or services in the local authority area including recycling, refuse collection, street cleaning, public conveniences, recreational open space and expenditure on the Countryside.

d) Any other purposes for which the authority may lawfully incur expenditure.

e) The other council services that the on-street surplus contributes towards includes street cleansing, public conveniences, gritting, grounds maintenance and CCTV.

Appendix D – Controlled Parking Zones (Resident Parking Schemes)

Parish	Roads	Zone
Sevenoaks	Argyle Road, Beech Road, Eardley Road, Gordon Road, Granville Road. Lime Tree Walk, London Road (A224), South Park, Victoria Road, St. Nicolas Drive, Rectory Lane, & Six Bells.	A
Sevenoaks	Buckhurst Lane & Buckhurst Avenue	B
Sevenoaks	Dartford Road, (A225) Hitchin Hatch Lane (part), Hunsdon Drive, Pound Lane, & Vine Avenue.	C
Sevenoaks	Park Place.	CH1
Sevenoaks	Bosville Drive, Bosville Road, Lambarde Drive, Lambarde Road, & Meadow Close.	D
Sevenoaks	The Drive.	E
Sevenoaks	Stangrove Road.	EB1
Sevenoaks	High Street.	EB2
Sevenoaks	Avenue Road, Holly Bush Close, Holly Bush Lane, Park Lane & Vine Court Road.	F
Sevenoaks	Part of Holly Bush Lane and Plymouth Drive.	G
Sevenoaks	Hitchen Hatch Lane.	H, H1, H2 &H3
Sevenoaks	St. Botolph's Road.	J, J1 & J2
Sevenoaks	Ashley Close, Ashley Road & Chestnut Lane.	J2
Sevenoaks	Crownfields & Valley Drive.	K
Sevenoaks	Dartford Road (A25).	C & M
Sevenoaks	Mount Harry Road, Pendennis Road, Bradbourne Park Road, & Blair Drive.	M, M1 & M2
Sevenoaks	Amherst Hill.	R
Sevenoaks	Braeside Avenue, Morewood Close,	S
Shoreham	Darenth Way.	SHO1
Swanley	Azalea Drive, Cyclamen Road, Edwards Gardens, Erica Court, Goldsel Road, Heather End, Ladds Way Lila Place, Phillip Avenue & Station Road,	SW1
Swanley	Bevan Place.	SW2
Swanley	Bramley Close, Charnock, Court Crescent, Cranleigh Drive, Hazel End, High Firs, Leyhill Close, Overmead & Pinks Hill.	SW3
Swanley	Kingswood Avenue, Willow Avenue & Squerryes Mead	SW4
Swanley	Sycamore Drive.	SW5
Westerham	The Green & Vicarage Hill.	W1
Westerham	Bartlett Road, Croydon Road, Delegarde Road, Lodge Lane, Market Square, The Grange, Rysted Land, The Paddock, Walnut Tree Close, unnamed road leading to Marlborough Court	W2
Westerham	Fullers Hill	W3
Horton Kirby & South Darenth	Station Road	Z