

FORESTRY ENGLAND CAR PARKING CODE OF PRACTICE - December 2023

1. INTRODUCTION

1.1 This Code of Practice sets out why Forestry England (part of the Forestry Commission) imposes charges for parking on the land under its control and how it operates and enforces its payments system and parking controls.

1.2 This Code of Practice will be subject to review every two years or when any significant changes are made in the way we operate.

2. PARKING CHARGES

2.1 Forestry England has invested in the provision of visitor facilities across the estate, and it is reasonable to expect that people that make use of these facilities contribute to the cost of providing and maintaining these facilities.

2.2 Almost the entire freehold estate has been dedicated under the provisions in the Countryside Right of Way (CRoW) 2000 Act for access on foot in perpetuity, but this right of access is limited to walking and there is no requirement to provide parking.

2.3 We do not have a standard countrywide charge structure; individual site charges are set on a case-by-case basis to reflect local circumstances. We also run an Annual Membership scheme which includes parking at your chosen (pay to park) forest at no additional cost. These schemes are operational at certain sites and prices vary according to site. Details of Membership options and all individual site parking charges can be found at <https://www.forestryengland.uk/membership>

3. CAR PARK OPERATING (PAID FOR PARKING)

3.1 Paid for parking operates in a number of ways. The method of payment and control are clearly displayed at each site and use at least one of the following four methods:

- Automatic Number Plate Recognition (ANPR) with barriers: pay at the pay station before you exit the car park
- ANPR barrierless: pay at pay station on arrival in the car park
- Pay and Display: pay at pay station on arrival in the car park and display ticket
- Pay by Phone: pay via mobile phone on arrival in the car park

3.2 Most car parks have informal layouts without marked parking bays. However, where a site does have parking bays marked, vehicles must be parked within the markings. We may issue a Parking Charge Notice (PCN) to vehicles not parked within the markings or where we decide they are causing an obstruction or inconvenience. This includes vehicles parked in a 'no parking' area; in coach parking; or in a blue-badge bay without displaying a valid badge.

3.3 Blue badge holders must display a valid badge if they are parked in a designated blue badge bay or risk a Parking Charge Notice.

3.4 All members of the public using a car park with charges must pay as per the on-site tariff and on-site charging facilities or risk a Parking Charge Notice. This includes Blue badge holders regardless of where they are parked.

4. OPERATION OF THE ANPR SYSTEM

4.1 The objectives of the ANPR systems used across Forestry England sites are to:

- (a) To support the use of the parking controls on site
- (b) To count vehicle use of the site
- (c) To collect data for understanding trends and to help with future provision of facilities
- (d) To collate data that indicates busy and quiet times of the day

4.2 The System will be administered and managed by Forestry England in accordance with the principles and objectives expressed in this Code of Practice

5. PENALTIES (PARKING CHARGE NOTICES)

5.1 An additional parking charge penalty of £50 may be imposed on any vehicles;

- Parked without displaying a valid permit or without making payment levied for parking
- Parking after payment has expired
- Parked causing obstruction or inconvenience to others
- Parked in a disabled bay without displaying a valid displayed badge
- Parked for the purpose of overnight camping where this is not allowed
- Parked in an area not dedicated for vehicle parking or not dedicated for the type of vehicle which is being parked

5.2 If your vehicle is parked as described above an additional £50 parking charge will apply and the designated ranger or other Forestry England appointed officer will issue you, the driver, with a Parking Charge Notice requiring payment of the £50 parking charge within 28 days from issue. The charge will be reduced to £25 if paid within 14 days of it being imposed. Non-payment of a parking charge imposed by us is a breach of Forestry Commission parking terms and conditions, and this is the basis for us and our agents to process your personal information.

5.3 Appeals: We accept that there will be occasions where things go wrong. If you wish to dispute liability for this Parking Charge then you may appeal in writing to the address detail on the PCN issued. Appeals must be received within 28 days beginning with the day after that on which this notice is given. You must provide your full name and address, the vehicle registration number and the parking reference at the top of this notice and your full reasons for contesting liability otherwise your appeal will not be processed.

If you wish to challenge the validity of this charge then you must use the appeals procedure detailed above. Other issues can be dealt with under the Forestry Commission's complaints procedure via our website

<https://www.gov.uk/government/organisations/forestry-commission/about/complaints-procedure> or by writing to us at Forestry England, 620 Bristol Business Park, Coldharbour Lane, Bristol, BS16 1EJ.

5.4 Data processing by the PCN Contractor- Non-payment of parking charges levied Forestry England is a breach of the Forestry Commission parking terms and conditions and is the basis for the Forestry Commission and their nominated agents processing your personal information. We and our nominated contractors may disclose your personal information to the DVLA to obtain vehicle keeper details. We will not disclose your details to any additional third parties outside of the Forestry Commission except to help prevent fraud or if required to do so by law.

Forestry England will pass on vehicle details to agents of an external enforcement agency for the collection of payment and handling of appeals. In the event that payment is not made in full within 28 days of issue of this PCN, the vehicle's keeper details may be requested from the DVLA and a notice may be sent to the registered keeper.

6. DATA PROTECTION

6.1 The Forestry Commission is registered with the Information Commissioner as Data Controller (Registration number: Z6542658) and is the Data Controller for personal information collected in regard to parking controls

6.2 Notification signs, that cameras are in operation, will be maintained at the vehicular access to the car park

6.3 Additional Information shall be maintained in or around the car park and pay station

6.4 Full Privacy Information is available via the [Forestry England Web site](#)

6.5 The Forestry England data retention policy is in accordance with current data protection laws and regulations, and our car parking system providers are deemed to be GDPR compliant and bound by the data protection act 2018 in relation to minimal data handling and retention periods

6.6 Where ANPR cameras are operational, camera data will normally be deleted at the end of each day, except in the case of non- payment, where the records will be kept for up to 30 days in order to monitor repeat non- payment

6.7 The Data Protection Act provides Data Subjects (individuals to whom “personal data” relates) with a right to data held about themselves, including those obtained by ANPR. If you have any concerns about the way your personal data is being handles then you can contact the Forestry Commission’s Data Protection Office at:
Informationrights@forestrycomission.gov.uk

7. COMPLAINTS

7.1 Any complaints about any of our Car Parking System should be carried out via the instructions available on <https://www.gov.uk/government/organisations/forestry-commission/about/complaints-procedure>

This document was last reviewed December 2023.