DELEGATED POWERS REPORT NO. 575

SUBJECT:
Control sheet

All of the following actions MUST be completed at each stage of the process and the signed and dated report MUST be passed to Democratic Service for publishing

<table>
<thead>
<tr>
<th>All reports</th>
<th>Name of DSO</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Democratic Services receive draft report</td>
<td>Nick Musgrove</td>
<td>10.6.08</td>
</tr>
<tr>
<td>2. Democratic Services cleared draft report as</td>
<td>Stephanie Chakin</td>
<td>11/06/08</td>
</tr>
<tr>
<td>being constitutionally appropriate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Finance clearance obtained</td>
<td>Matthew Gaynor</td>
<td>02/06/08</td>
</tr>
<tr>
<td>(report author to complete)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Staff and other resources issues clearance</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>obtained (report author to complete)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Trade Union response received (Staffing issues only)</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>6. Legal clearance obtained</td>
<td>Sarah Laws</td>
<td>05/06/08</td>
</tr>
<tr>
<td>(report author to complete)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Policy &amp; Partnerships clearance obtained</td>
<td>Andrew Nathan</td>
<td>03/06/08</td>
</tr>
<tr>
<td>(report author to complete)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Equalities &amp; Diversity clearance obtained</td>
<td>Julie Pal</td>
<td>01/06/08</td>
</tr>
<tr>
<td>(report author to complete)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. The above process has been checked and</td>
<td>Mike Freestone</td>
<td>11/06/08</td>
</tr>
<tr>
<td>verified by Director, Head of Service or Deputy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(report author to complete)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Signed &amp; dated report, scanned or hard copy</td>
<td>Stephanie Chaikin</td>
<td>20 June 2008</td>
</tr>
<tr>
<td>received by Democratic Services for publishing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. Report published by Dem Services to website</td>
<td>Stephanie Chaikin</td>
<td>24 June 2008</td>
</tr>
</tbody>
</table>

| Officer reports:                                | Name of DSO | Date        |
|                                                |             |             |
| 12. Head of Service informed report is published and can be implemented. | Stephanie Chaikin | 24 June 2008 |

| Cabinet Member reports:                         | Name of DSO | Date        |
|                                                |             |             |
| 13. Expiry of call-in period                    |             |             |
| 14. Report circulated for call-in purposes to COSC members & copied to Cabinet & Head of |             |             |

Date
<table>
<thead>
<tr>
<th>Service</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>
# ACTION TAKEN UNDER DELEGATED POWERS BY OFFICER IN CONSULTATION WITH CABINET MEMBER(S) (EXECUTIVE FUNCTION)

<table>
<thead>
<tr>
<th>Subject</th>
<th>Parking Permit (Religious/Faith Duties)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Officer taking decision</td>
<td>Director of Environment and Transport</td>
</tr>
<tr>
<td>Cabinet Member(s)</td>
<td>Cabinet Member for Environment and Transport</td>
</tr>
<tr>
<td>Date of decision</td>
<td>20 June 2008</td>
</tr>
<tr>
<td>Summary</td>
<td>This report proposes the creation of a new parking permit that would allow persons carrying out religious/faith duties within the London Borough of Barnet to park in designated resident permit parking places.</td>
</tr>
<tr>
<td>Officer Contributors</td>
<td>Nicolina Cooper – Highways Manager (Parking)</td>
</tr>
<tr>
<td>Status (public or exempt)</td>
<td>Public</td>
</tr>
<tr>
<td>Wards affected</td>
<td>All</td>
</tr>
</tbody>
</table>
| Enclosures                     | Appendix A: Religious/Faith Parking Permit Terms and Conditions  
                                    Appendix B: Religious/Faith Parking Permit Application Forms |
| Reason for exemption from call-in (if appropriate) | N/A                                    |

Contact for further information: Nicolina Cooper, Highways Manager (Parking) Tel: 0208 359 7576

Serial No. 575 (ET082)
1. RELEVANT PREVIOUS DECISIONS
   1.1 None

2. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS
   2.1 One of the council’s corporate priorities is ‘Supporting the Vulnerable’. Providing religious/faith permits for people carrying out religious/faith duties within the community will better enable them to visit vulnerable residents within the borough to provide support during times of spiritual need.

   2.2 This scheme also meets the council’s commitment to offer ‘More Choice, Better Value’, as increasing the types of permits issued within the borough will encourage different communities to maintain their independence and increase the opportunities for them to receive services that best meet their needs.

3. RISK MANAGEMENT ISSUES
   3.1 The success of the scheme relies on a relationship of trust existing between the council and its faith communities so that the permits issued to people undertaking religious/faith duties will be used for those purposes. If there is a breach of this trust relationship, for example, if residents complain that these permit users are using their permits for other activities such as parking at a station for commuting purposes the council will be forced to review this arrangement. The terms and conditions of the permit aim to reduce this risk. In the event of a complaint of misuse being proven the permit will be revoked in accordance with the terms and conditions.

   3.2 Barnet Multifaith Forum has been consulted to assist the council in determining the eligibility criteria. Barnet Multifaith Forum is one of the council’s established communication channels with faith communities, though attempts to consult with other community faith organisations will be done through the Barnet Voluntary Service Council.

   3.3 Civil Enforcement Officers will not know whether the activity being carried out at any particular time complied with the requirements of the Traffic Management Order and the permit conditions.

   3.4 It must be ensured that relevant statutory processes are undertaken to include this permit type in the council’s traffic management orders before any permits are issued.

   3.5 Should there be any complaints of misuse, these will be reported directly to the Director of Environment and Transport in order to investigate the complaint in consultation with the Barnet Multifaith Forum and ensure appropriate action is taken.

   3.6 I do not consider that the issues involved are likely to raise significant levels of public concern or give rise to policy considerations.
4. **EQUALITIES AND DIVERSITY ISSUES**

4.1 Barnet Council is committed to improving the quality of life and wider participation for all in the religious/faith, cultural, social and community life of the borough. Introducing parking permits for people undertaking religious/faith duties widens the opportunities for the borough’s faith communities being supported by local people.

5. **FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS**

5.1 The cost for each religious/faith permit will be £40 a year for the first permit and £70 for the second and third permit at the same address. This is the same charging structure for the residents’ parking permit scheme.

5.2 There are no costs to configure the parking system required to process permit applications.

5.3 It is not anticipated that there would be a sufficient number of permits issued to require the employment of additional staff.

5.4 It is not thought the income that will be received from this policy will have a significant impact on the Special Parking Account.

6. **LEGAL ISSUES**

6.1 None

7. **CONSTITUTIONAL POWERS**

7.1 Constitution Part 3 – Responsibility for Functions – 6 – Powers Delegated to Officers – 6.1 – General Powers – Chief Officers can take decisions in consultation with the Cabinet Member concerned in all matters where they have managerial or professional authority.

8. **BACKGROUND INFORMATION**

8.1 In December 2007 a review was carried out to identify issues surrounding permits issued to a wide range of people in the borough, providing varying degrees of exemption from parking restrictions.

8.2 One of the issues raised as part of this exercise was the possibility of creating a new permit for people carrying out religious/faith duties within the community by allowing parking within Controlled Parking Zones (CPZs). Generally these requests relate to instances where home visits are required as a result of illness, performance of deathbed rituals or times of spiritual crisis. For some faith communities, the presence of a minister of religion at the point of death is considered to be very important – in such circumstances obtaining a visitor voucher from the resident or family may not be appropriate or practical.
8.3 It is suggested that permits are offered to persons carrying out religious/faith duties within the London Borough of Barnet regardless of where their place of worship is based.

8.4 At present, the religions/faith that the council recognises are based on the Council’s diversity monitoring categories as listed in the Diversity Monitoring Guidance adopted in April 2008. The recognised religions/faith are also based on the Equality Act 2006 which include, though not limited to; Baha’i, Buddhism, Christianity, Hinduism, Humanism, Islam, Jainism, Judaism, Rastafarianism, Sikhism, Unitarianism and Zoroastrianism. Any applications received from any religion/faith not listed above will be issued at the discretion of the Director of Environment and Transport, having consulted with the Barnet Multifaith Forum.

8.5 It is proposed that any person carrying out religious/faith duties within the community be eligible for this type of permit. In order to define this, a letter supporting the application including a second signatory from the faith’s recognised place of worship, preferably located within the borough, together with a brief description of the religious/faith duties being carried out should be supplied. The duties will be confirmed by the Barnet Multifaith Forum or if necessary other faith communities to establish legitimacy and accuracy.

8.6 It is proposed that, after the statutory processes have been taken to include such permits into the traffic management orders, these permits will be issued from June 2008.

8.7 An open event will be held inviting applicants to come and apply for the permits and also to explain to applicants the terms and conditions of use of the permits.

8.8 Appendix 1 sets out the proposed terms and conditions for religious/faith permits and appendix 2 sets out the proposed application form.

9. LIST OF BACKGROUND PAPERS

9.1 None

10. CONSULTATION WITH CABINET MEMBER(S)

10.1 The Cabinet Member for Environment and Transport has been consulted and is in agreement with the recommendations proposed.

11. OFFICER’S DECISION

I authorise the following action

11.1 That religious/faith parking permits are introduced throughout the borough to persons carrying out religious/faith duties within the borough including but not be limited to; Baha’i, Buddhism, Christianity, Hinduism, Humanism, Islam,
Jainism, Judaism, Rastafarianism, Sikhism, Unitarianism and Zoroastrianism faiths.

11.2 That any applications received from any religion/faith not listed above will be issued at the discretion of the Director of Environment and Transport after consultation with the Barnet Multifaith Forum.

11.3 That an annual charge of £40 for the first permit and £70 for the second and third permit at the same address be introduced for all parking permits issued under this scheme.

11.4 All permits issued under this scheme will be subject to the terms and conditions as set out in appendix 1.

11.5 That religious/faith parking permits commence issue from June 2008.

Signed  

L M Bishop

On behalf of Director of Environment and Transport

Date  

20 June 2008
Important Information – Religious/Faith Permit Terms and Conditions

Please note that the terms and conditions relating to religious/faith permits come into immediate effect from XXX. By signing the Declaration on the religious/faith permit application form we will understand you agree and accept these conditions.

TERMS AND CONDITIONS

A religious/faith permit may be issued to the following religions, Baha’i, Buddhism, Christianity, Hinduism, Islam, Jainism, Judaism, Rastafarianism, Sikhism, Unitarianism and Zoroastrianism, but is not limited to those listed. Any applications received from any religion/faith not listed above will be issued at the discretion of the Director of Environment and Transport after consultation with the Barnet Multi Faith Forum.

1. Any vehicle displaying a religious/faith permit must be carrying out religious/faith duties within the London Borough of Barnet.

2. Any application received for a religious/faith permit must be supported by a second signatory from the religion/faith supporting the application. This may be in the form of a letter to the Council.

3. The permit only allows you to park in a “Resident Permit Holders Only” or “Permit Holders Only” parking place during the controlled hours.

4. The permit does not allow you to park in a “Pay and Display bays, business bays yellow lines, parking on the footway, parking on a red route or any other parking restriction.

5. The issue of a religious/faith permit does not guarantee the availability of a parking space nor does it render the council subject to any liability in respect of loss or damage to the vehicle in a parking place or the contents or fittings of the vehicle.

6. The permit must be displayed on the front windscreen of the vehicle so that the details are clearly visible from outside the vehicle.

7. Parking places may be suspended by any person duly authorised by the council or police. A religious/faith permit is not valid in a parking place where signs indicate it is suspended.

8. It is prohibited to use a vehicle in a parking place in connection with the sale or offering or exposing for sale of goods.

9. The maximum number of religious/faith permits which shall be issued to a place of worship within a street or part of a street at any one time shall be three.

10. The address of the place of worship does not have to be located within the borough of Barnet; however the religious/faith duties being carried out must be within the borough of Barnet.

11. If a faith or religion/faith is not able to supply an address for a place of worship, an application will still be considered by the Director of Environment and Transport after consultation with the Multi Faith Forum.

12. Any permit issued by the council must be surrendered to the council if:

   a) The religious/faith duties cease to be carried out within the borough of Barnet;
   b) The permit holder ceases to own the vehicle for which the permit is issued;
   c) The vehicle for which the permit is issued is adapted in such a manner that it exceeds 2.3m in height; or
d) The permit holder is issued with a duplicate permit.

13. If a permit is lost or destroyed the council may replace the permit once a £10 administration charge has been paid. The replacement permit will display the same expiry date as the previous permit.

14. If the permit is no longer required the council may arrange a refund for the remaining number of complete months once the original permit is returned to our office. The refund is calculated from the date the permit is received.

15. The council may revoke a permit if it believed that the permit is being misused. Permits can only be used in conjunction with carrying out religious/faith duties and the council will investigate allegations of misuse and has the right to revoke a permit if there is evidence that the permit is being misused.

16. The Council reserves the right to withdraw the religious/faith permit scheme and may do so without notice. In the event of the scheme as a whole being withdrawn, the Council may request any permits issued under it to be returned for cancellation, or may allow them to be used until their expiry date. This decision will be at the sole discretion of the Council.

Failure to comply with these conditions may result in a Penalty Charge Notice (PCN) being issued to your vehicle.
Religious/Faith Permit Application Form

Please complete this application form using blocked capitals and return it to the address above.

The section below must be completed by the person applying for the religious permit

Title (Mr/Mrs/Miss/Ms/Other) …………… Full Name …………………………………………………………………………………….

Place of worship Name and Address …………………………………………………………………………………………………………….
................................................................................................................................................................................................. Post Code …………………………………..

Position in community …………………………. Daytime Telephone No …………………

Your religious/faith permit will be sent to this address

I declare that I meet the eligibility criteria for this permit and that I have a second signatory from my region supporting my application for a permit.

Please read the Declaration and Terms and Conditions overleaf and sign below to say that you understand and accept these conditions.

Signed ……………………………………………………………………… Date ……………………………………….

NOTE: We are unable to issue a religious/faith permit for a passenger vehicle constructed for the carriage of more than twelve passengers or for a goods carrying vehicle more than 2.3 metres in height.

A First vehicle permit application Charge: £40

Title (Mr/Mrs/Miss/Ms/Other) …………… Full Name …………………………………………………………………………………….

Vehicle Details: Make ……………………………………………… Model ………………………………………….

Colour …………………………………………….. Registration …………………………………..

B Second vehicle permit application Charge: £70

Title (Mr/Mrs/Miss/Ms/Other) …………… Full Name …………………………………………………………………………………….

Vehicle Details: Make ……………………………………………… Model ………………………………………….

Colour …………………………………………….. Registration …………………………………..

C Third vehicle permit application Charge: £70

Title (Mr/Mrs/Miss/Ms/Other) …………… Full Name …………………………………………………………………………………….

Vehicle Details: Make ……………………………………………… Model ………………………………………….

Colour …………………………………………….. Registration …………………………………..
Declaration

By signing this and any of the foregoing sections:

1. I declare that my usual place of worship is at the address overleaf and I wish to apply for a religious/faith permit in respect of the vehicle described overleaf.

2. I understand that any permit issued to me by the council is in respect of the said vehicle(s) and that any permit issued must be surrendered to the council if:

   (a) The religious/faith duties cease to be carried out within the borough of Barnet;
   (b) I cease to own the vehicle specified in this application;
   (c) The vehicle specified in this application is a passenger vehicle and is constructed or adapted solely for the carriage of more than twelve passengers.
   (d) The vehicle specified in this application is a goods carrying vehicle and is constructed or adapted in such a manner that it exceeds 2.3m in height; or
   (e) I am issued with a duplicate permit.

3. I understand that the validity of the permit is conditional on it being displayed in accordance with the terms and conditions detailed below.

Terms and Conditions

1. Any vehicle displaying a religious/faith permit must be carrying out religious/faith duties within the London Borough of Barnet.

2. Any application received for a religious/faith permit must be supported by a second signatory from the religion/faith supporting the application. This may be in the form of a letter to the Council.

3. The permit only allows you to park in a “Resident Permit Holders Only” or “Permit Holders Only” parking place during the controlled hours.

4. The permit does not allow you to park in a “Pay and Display bays, business bays yellow lines, parking on the footway, parking on a red route or any other parking restriction.

5. The issue of a religious/faith permit does not guarantee the availability of a parking space nor does it render the council subject to any liability in respect of loss or damage to the vehicle in a parking place or the contents or fittings of the vehicle.

6. The permit must be displayed on the front windscreen of the vehicle so that the details are clearly visible from outside the vehicle.

7. Parking places may be suspended by any person duly authorised by the council or police. A religious/faith permit is not valid in a parking place where signs indicate it is suspended.

8. It is prohibited to use a vehicle in a parking place in connection with the sale or offering or exposing for sale of goods.

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13. If a permit is lost or destroyed the council may replace the permit once a £10 administration charge has been paid. The replacement permit will display the same expiry date as the previous permit.

14. If the permit is no longer required the council may arrange a refund for the remaining number of complete months once the original permit is returned to our office. The refund is calculated from the date the permit is received.

15. The council may revoke a permit if it believed that the permit is being misused. Permits can only be used in conjunction with carrying out religious/faith duties and the council will investigate allegations of misuse and has the right to revoke a permit if there is evidence that the permit is being misused.

16. The Council reserves the right to withdraw the religious/faith permit scheme and may do so without notice. In the event of the scheme as a whole being withdrawn, the Council may request any permits issued under it to be returned for cancellation, or may allow them to be used until their expiry date. This decision will be at the sole discretion of the Council.

Failure to comply with these conditions may result in a Penalty Charge Notice (PCN) being issued to your vehicle.

Payment Details

If you are sending in a cheque or postal order to cover the costs for multiple permits please write the vehicle registration numbers and place of worship on back of the cheque.

Cheques and postal orders are to be made payable to the London Borough of Barnet.

Do Not Send Cash

If you wish to pay by credit or debit card please complete the following section (in BLOCK CAPITALS).

Card Type …………………………………………….…….. Card Issue No. (Switch only) ………………………………
Card No. …………………………………………
Name on card ………………………………………… Start Date ………/……… Expiry Date ………/………

Please debit my account with the amount of £ …………………………………………………………………………..…
Cardholder signature ………………………………………………………………………………………………………….
Cardholder address …………………………………………………………………………………………………………...
…………………………………………………………………………………………… Postcode ……………………………

We Do Not Accept American Express or Visa Electron
**Proof required – Please send photocopies only**

<table>
<thead>
<tr>
<th>Place of worship address</th>
<th>A letter briefly detailing the nature of your religious/faith duties within the community and a second signatory from the religion/faith supporting the application.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Private Vehicle</td>
<td>Registration documentation/official bill of sale/insurance cover note (this must show the name of the person applying for the permit and the registration number of the vehicle).</td>
</tr>
<tr>
<td>Company Car</td>
<td>An official letter from the Company Secretary/Car Pool Manager.</td>
</tr>
</tbody>
</table>

**How to submit your application**

Please Return The Completed Form And Copies Of Supporting Documents To:
The Permit Team, London Borough of Barnet, PO Box 27284, London, N11 1YB.

Please ensure you send all of the following:

**Check List:**

- Completed application form, signed and dated
- Payment (cheque, postal order or credit/debit card details)
- Proof of place of worship address (see notes below)
- Proof of vehicle ownership (see notes below)

Providing all the correct documents will help us process your application as quickly as possible.

If you have any queries about your application please contact the Permit Team:

Tel: **020 8359 7516** between 9am and 5pm Monday to Friday.
Email: parking.permit-team@barnet.gov.uk