

2025

Car Parking Enforcement - Frequently Asked Questions



INVERCLYDE COUNCIL

August 2025

Decriminalised Parking Enforcement

Frequently asked Questions and Answers

1. What does Decriminalised Parking Enforcement mean?

Decriminalised parking enforcement (DPE) is the process which the Council uses to enforce parking restrictions on-street and in Council owned off-street car parks, under the Road Traffic Act 1991. This is as a result of the transfer of the power to enforce parking restrictions from Police Scotland's Traffic Wardens to Inverclyde Council employed Parking Attendants.

Parking Attendants working for the Council now enforce parking offences and issue Penalty Charge Notices (PCNs), for non-compliance. Police Scotland remain responsible for all moving traffic offences in Inverclyde as well as instances of obstruction.

Parking offences ceased to be criminal offences and are therefore 'decriminalised'. Any fines issued by Parking Attendants are treated as civil debts and income generated through the issue of PCNs is retained by the Council and goes towards scheme running costs or, if in surplus, other transport related schemes.

2. Why did we need a Parking Strategy?

The Council recognised the parking situation was not meeting the needs of our town centres. Prior to the introduction of DPE Greenock Town Centre had suffered from problems with inconsiderately or illegally parked vehicles for a number of years. Complaints were received from the public and businesses about parking spaces being unavailable and congestion affecting road safety and deliveries. Parking on yellow lines was commonplace and reportedly having an economic impact on Greenock Town Centre.

Inconsiderate and illegal parking was a real issue causing safety concerns and serious inconvenience to shoppers, disabled people and businesses. The Parking Strategy provides a better managed system with better availability of spaces and, by reducing congestion in the area, has improved access for deliveries and improved pedestrian safety.

3. When did the parking enforcement come into effect?

Parking enforcement through DPE became effective from 6 October 2014 across the whole of Inverclyde.

4. What is our parking Strategy?

The strategy was designed to address parking issues in Inverclyde. It provides parking opportunities for all road users by introducing signs and lines to advise where parking can take place and for how long. Restrictions are generally in operation from 08:00 to 18:00 hours Monday to Friday.

A key part of our parking strategy involved reviewing the existing TROs in the area. Our roads officers examined what was in place and promoted five TROs to collect all the restrictions together into one place for ease of administration. The TROs cover:-

- Inner Greenock;
- Outer Greenock;
- Port Glasgow, Kilmacolm and Quarriers Village;
- Gourock, Inverkip and Wemyss Bay; and
- Off-street car parks.

Off-street car parksGreenock

Bruce Street	Free of charge
Buccleuch Street	GR2 Permit Holders only
Bullring	£2.00 per day (Exemption for GR1 Permit Holders)
Cathcart Street West	Free of charge 3 hours max stay with parking disc (3 hours with a Blue Badge) (Exemption for GR1 Permit Holders)
Cathcart Street East	£2.00 per day (Exemption for GR1 Permit Holders)
Cathcart Buildings	GR1 Permit Holders and Disabled Badge Holders only
Dalrymple Street	£2.00 per day (Exemption for GR1 Permit Holders)
East Shaw Street	GR2 Permit Holders only
Hastie Street	£2.00 per day (Exemption for GR1 Permit Holders)
Roslin Street	£2.00 per day (Exemption for GR1 Permit Holders)
Roxburgh Street	Free of charge
Royal Court	GR2 Permit Holders only
Shaw Place	GR4 Permit Holders only
Station Avenue East	£2.00 per day (Exemption for GR1 Permit Holders)
Station Avenue West	£2.00 per day (Exemption for GR1 Permit Holders)
West Stewart Street	£2.00 per day (Exemption for GR1 Permit Holders)
Waterfront, Custom House Way	Free of charge

Gourock

Cloch Road	Free of charge
Cove Road	Free of charge
Kempock Street	0-3 hours - Free of charge with Pay & Display ticket 3+ hours - £2.00 per day (Exemption for GK1 Permit Holders)
Manor Crescent	Free of charge
Station Road North	£2.00 per day
Station Road South	£2.00 per day

Port Glasgow

East Road	Free of charge
Fore Street	0-3 hours - Free of charge with Pay & Display ticket 3+ hours - £2.00 per day (Exemption for PG1 Permit Holders)
Highholm Avenue	Free of charge
Princes Street	Free of charge 2 hours max stay (3 hours with a Blue Badge)
Shore Street	0-3 hours - Free of charge with Pay & Display ticket 3+ hours - £2.00 per day (Exemption for PG1 Permit Holders)
William Street	Free of charge

Kilmacolm

Barr's Brae	Free of charge
Lochwinnoch Road	Free of charge
Station Road	Free of charge

Inverkip

Fran Terrace	Free of charge
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Free, time limited parking places require the driver to display a simple cardboard clock disc on the dashboard showing the time at which they parked. The discs are reusable and are available free of charge from Council offices and local volunteer traders such as newsagents, etc.

The £2.00 tickets are available from pay and display machines within the car parks or via the RingGo app. Using the RingGo app has a small convenience fee added to the normal parking charge.

Maps which will show the location of the parking zones in Greenock, Gourock, Port Glasgow and Kilmacolm can be found at the following link:

<http://www.inverclyde.gov.uk/environment/roads-lighting/parking-inverclyde>

5. What are the parking restrictions that have been implemented in Inner Greenock Town Centre?

All time limited on-street parking bays in Inner Greenock are subject to a 2 hour maximum stay and the vehicle must display a parking disc. The restrictions are in place from 08:00 to 18:00 hours Monday to Friday

There is 3 hours free parking in the Cathcart Street West car park and day long parking in the Council's other town centre car parks in Greenock, charged at £2.00 per day. The £2.00 tickets are available from pay and display machines within the car parks or via the RingGo app. Using the RingGo app has a small convenience fee added to the normal parking charge.

The car parks in Inner Greenock operate from 08:00 to 18:00 hours Monday to Friday. Saturday and Sunday parking is free of charge and without time limit.

Penalties apply to those parking beyond the 3 hours in the free car park, parking without displaying a disc in the 3 hour free car park (this includes blue badge holders) or parking without a valid ticket in the all-day car parks.

Electric Vehicle Charging Places are available in some car park. These are subject to the same restrictions as other vehicles in the car park i.e. parking charges, time limits or the requirement to display a parking disc.

6. What is a parking disc? Where can I get one/are they free?

Parking discs are available at Council buildings and a number of local shops (there are signs in the windows advising discs can be obtained there).

Visitors to Inverclyde will see signs at the entrance to the town centre explaining this is a disc zone and that they will need to use one to park.

The discs are free.

The instructions for use of the discs are printed on the disc itself. You set it to your arrival time and put it inside the car windscreen. Parking Attendants can then compare how long you have been parked with the time allowed on the parking signs. It is an offence to not display a disc, to put the wrong time on it or alter the time displayed on the disc after you initially park.

7. Where can I park free of charge?

On-Street Parking – in marked white bays, is free with varying waiting times depending on location.

Off-Street Parking Greenock Town Centre - is free in the Cathcart Street West car park for a period of up to 3 hours.

Off-Street Parking outwith Greenock Town Centre - is free in all car parks with the exception of the 2 Council owned car parks on Station Road, Gourock. Fore Street and Shore Street car parks in Port Glasgow as well as Kempock Street car park in Gourock have free parking for up to 3 hour and for stays

of more than 3 hours it a parking charge of £2 per day applies Monday to Friday between 08:00 and 18:00 hours (tickets must be displayed for free and charged parking). Princes Street car park in Port Glasgow has a 2 hour waiting limit. All other car parks have no time limit.

8. What days/times are restrictions in place?

Details will be on signs next to the location concerned. However, the scheme's operational hours are generally between 08:00 and 18:00 hours Monday to Friday.

9. What is a Traffic Regulation Order

A Traffic Regulation Order (TRO) is a legal order which makes the restrictions listed in it enforceable. Every time there is a need to vary the way in which you are permitted to use the road or a Council controlled off-street car park, the Council must promote a TRO or a variation to an existing TRO explaining the circumstances.

TROs are consulted on with the public. The statutory public notice for a TRO will include the reasons for the proposed variations and the general effects they will have. TROs are required for many different restrictions including:-

- Waiting and loading
- One-way streets
- Speed limits
- Weight and width restrictions
- Access and turning restrictions
- Road and footway closures - both permanent and temporary
- Cycle and bus lanes

All new TROs will be published on the Council's website. TROs are also advertised in the local press and are displayed for public view in appropriate Council offices.

10.If parking is decriminalised can I park where I like?

No. Parking offences have been decriminalised and powers have been given to Inverclyde Council to allow them to enforce parking restrictions. The increased level of enforcement under DPE means you could be more likely to receive a PCN if you contravene the Regulations.

11.How will I know if I am parked legally

Read the signs next to the parking bays or yellow lines – they will explain when you can park, for how long and if you need to pay. For further advice on typical lines and signs please follow this link for the Highway Code at <https://www.gov.uk/highway-code>.

In all free spaces with time limits you will need to put a disc in the windscreen.

12.How is decriminalised parking enforcement done?

Parking Attendants will patrol all areas of Inverclyde where parking restrictions are in force. This will include yellow lines, limited waiting areas, loading and unloading areas, disabled bays, and Council controlled off-street car parks.

13.How much will a Penalty Charge Notice (PCN) cost and how do I pay?

Parking Attendants will issue PCNs which are set at £80. The penalty charge is reduced by 50% to £40 if paid within 14 days of the date of issue. If a PCN remains unpaid after 56 days it will be increased by 50% to £120.

Should the Council need to remove parked vehicles, charges may be made for removal, storage and in extreme circumstances, the disposal of unclaimed vehicles to cover the Council's expenses.

Parking Attendants cannot accept payment and are under strict instructions that once a PCN has been issued it cannot be withdrawn. Drivers will however be given the opportunity to appeal against any aspect surrounding the issue of a PCN where reasonable.

Details of how to pay a PCN, how to make an appeal, etc. are displayed on the PCN and any correspondence you receive following the issue of a PCN such as a Notice to Owner.

14. What methods are available to make payment of a PCN?

Details of how to pay a PCN is explained on the back of the PCN. Payment will be possible by post to Inverclyde Parking, PO Box 352, Sheffield, S98 1YE, with cheques or postal orders made payable to 'Inverclyde Council'. Payment by credit or debit card can be made, by automated phone line number: - 03300 889662.

You can also pay online at <https://parking.inverclyde.gov.uk/LIVE-3SC-USER/> using details displayed on your PCN i.e. the PCN number and vehicle registration number.

15. Can Motorists contest liability for a Penalty Charge Notice?

Motorists wishing to contest liability for PCN may make representations to the Council and, if rejected, may appeal to an independent adjudicator, whose decision is final.

16. What do I do if I want to Appeal?

Write to Inverclyde Parking, PO Box 352, Sheffield, S98 1YE or email parking@inverclyde.gov.uk with your reasons why you think you are not due to pay the penalty. Your appeal will be considered and if your appeal is upheld the PCN will be cancelled. If your appeal is not upheld you can take your case to an independent adjudicator and have your case dealt with in person or by written submission.

17. Do Parking Attendants have targets to meet?

No, there will be no target for the number of PCNs that a Parking Attendant must issue.

18. What are the benefits of local enforcement?

Local enforcement will keep Inverclyde moving, discourage dangerous and inconsiderate parking, support local businesses, assist loading and unloading and assist Blue Badge holders.

19. Will the police be responsible for any parking enforcement?

The Police will not be responsible for enforcing any permanent waiting, loading or parking restrictions. They will still enforce all "moving" traffic offences and matters of obstruction and some temporary waiting restrictions, such as areas marked with "Police No Waiting" cones at special events. Parking Attendants can only enforce restrictions that are marked with signs and yellow lines or white parking bays.

20. How do I avoid getting a PCN?

Motorists who do not contravene parking regulations will not receive a PCN. Look out for the lines, signs and notices when you park. These will tell you about any restrictions or charges in force. The Highway Code will help explain what the signs and lines mean. Further useful information is contained on the Council website.

21. If I receive a PCN will I get penalty points on my licence?

No. Penalty points are only received for offences dealt with by the Police under criminal law.

22. What happens if I don't pay the Penalty Charge Notice?

Non-payment of a PCN will result in the issue of a Charge Certificate which increases the value of the

PCN from £80 to £120. If the penalty charge remains unpaid the Charge Certificate will be passed to debt recovery agents for collection where charges will increase further.

23. Can I park on a single yellow line to pick up a newspaper or buy a sandwich?

No, unless you park at times when the regulations are not in force. The times of operation will be shown on adjacent signs usually located near to the kerb side. Parking for even short periods within these times is not permitted and you may be issued with a PCN.

24. Can I park on a yellow line if there are no signs indicating times?

No, not all restrictions need a sign. For example double yellow lines indicate “No Waiting at any Time” and do not require a sign.

25. I am a blue badge holder, will the changes affect me?

The Blue Badge scheme will continue to operate as before. If you park in accordance with the Blue Badge scheme rules you will not receive a PCN. Roadside disabled bays in the Inner Greenock Town Centre are limited to 3 hour stays. Blue Badge holders using these spaces must use a parking disc to record their arrival time. Within Council car parks all Blue Badge holders are exempt from parking charges, however, any time limits and the requirement to display a parking disc still apply to Blue Badge holders. This may not be the case in private car parks so please check.

26. I drive a Motor Cycle, how do the parking restrictions affect me?

Motor Cycles are permitted to park in off-street car parks free of charge, without time of limit and they do not need to display a Pay & Display Ticket or Parking Disc. For on-street parking, Motor Cycles are subject to the rules of single and double yellow lines but they can park without limit of time in time restricted locations and once again they do not require to display a Parking Disc in any Disc Zones.

27. Will the restrictions apply on public holidays

Waiting and loading restrictions as indicated by white or yellow lines/ markings on the carriageway and/ or kerbs will be in force throughout the year. Unless the on-street signs state expressly “except public holidays” the relevant restriction will apply on public holidays.

28. Are there any exemptions to the Penalty Charge Notice

Council vehicles are exempt in the circumstances described: - Local Authority Vehicles (or those of contractual agents) whilst being used to carry out statutory duties (i.e. refuse collection, street cleansing, road maintenance) or whilst carrying out duties that require the vehicle to be in close proximity (i.e. verge grass cutting). Any unattended vehicles will be issued with a PCN and will not be cancelled.

29. Residents' Parking Permits

Residents' parking permits are available to some residents in Greenock, Gourock, Port Glasgow and Wemyss Bay. The permit zones are:

GR1 Greenock	Argyle Street
	Cathcart Street
	Cross Shore Street
	Dalrymple Street (between Laird Street and Grey Place)
	Jamaica Street
	Grey Place
	Laird Street
	Nicolson Street (between Dalrymple Street and West Stewart Street)
	Roslin Street
	Station Avenue
	West Blackhall Street
	Westburn Street
	West Stewart Street
	William Street
GR2 Greenock	Ann Street
	Bearhope Street
	Buccleugh Street
	Crown Street
	Duncan Street
	East Shaw Street
	King Street
	Sir Michael Street
	Sir Michael Place
	Smith Street
	Tobago Street
GR3 Greenock	Houston Street (between Kelly Street and Patrick Street)
	Jamaica Lane
	Kelly Street between (Houston Street and Union Street)
GR4 Greenock	Mearns Street (between Shaw Place and Regent Street)
	Shaw Place
	Trafalgar Street (between Shaw Place and Regent Street)

GR5 Greenock	Newton Street (between Inverkip Street and Nelson Street)
GK1 (for use in Kempock Street car park only)	Kempock Street
Gourock	Albert Road (No.s 1-15)
PG1 Port Glasgow	Bay Street
	Church Street
	Court Road
	Crawford Street
	Falconer Street
	Huntly Place
	Huntly Terrace
	John Wood Street
	Princes Street
	Scarlow Street
	Station Road
	Willison's Lane
WB1 Wemyss Bay	Shore Road

Residents on parts of High Street, Inverkip Street and Regent Street, Greenock maybe eligible for a permit.

Some properties on Shore Road, Wemyss Bay may be eligible for a permit where no off-street parking is available to them.

Blue badge holders are exempt from the parking restrictions in permit Zones.

Permits are issued in accordance with the Terms and Conditions outlined at <https://www.inverclyde.gov.uk/environment/roads-lighting/parking-inverclyde/residents-parking-permits> and are free of charge.

30. What should I do if I have a complaint?

Complaints should be made in writing to the following address: Customer Contact Centre, Inverclyde Council, Municipal Buildings, Greenock, PA15 1LY.