

Title	School Streets Exemption Policy
Document type	Revision 1
Owner	Be First
Subject	School Streets Exemptions
Created	November 2021
Revised	July 2023
Description of changes	1.1 Statistics and references updated. 1.2 Clarification on vehicles eligible and ineligible for exemptions.

London Borough of Barking & Dagenham

School Streets Exemptions Policy

July 2023

Contents

SUMMARY	3
1 INTRODUCTION & CONTEXT	4
1.1 Underpinning Principle	4
1.2 About School Streets.....	4
1.3 Parking Permit Holders.....	5
2 THE EXEMPTIONS POLICY	5
Exemption One – Residents	6
Exemption Two – School Staff.....	6
Exemption Three – Carers (formal and informal).....	6
Exemption Four – Blue Badge Holders.....	7
Exemption Five – School Buses	7
Exemption Six – Businesses inside School Streets	7
3 OTHER VEHICLES	7
Mobile businesses, tradespeople, and emergency callouts	7
Private hire (taxi) vehicles.....	8
Delivery vehicles	8
4 ADMINISTRATION OF EXEMPTIONS	8
Misuse of Exemptions	9
5 REVIEWING THIS POLICY	9
6 APPENDIX 1 - EVIDENCE REQUIRED IN SUPPORT OF AN APPLICATION	10
7 APPENDIX 2 – TERMS AND CONDITIONS	10

SUMMARY

The purpose of School Streets is to help our children travel to and from school safely during the morning and afternoon ‘school run’. Our consultations revealed considerable support among local residents, school staff and parents for these road safety measures.

The purpose of this School Streets Exemption Policy is to clearly define who is eligible to apply for a vehicle exemption for use during the times of operation.

In summary School Streets mean:

- A. No entry to the School Street(s) for motor/electric vehicles weekdays between 8am – 9.15am and 2.45pm – 4pm, [term-time](#) only. These restrictions will apply as per the school term dates see here: [School term dates and planned closures | London Borough of Barking and Dagenham \(lbbd.gov.uk\)](#) regardless of any inset/strike or other irregular school closures
 - a. The restricted hours may vary, depending on the school and will be included as part of the official consultation and confirmed before launch
- B. Residents living inside a School Street, school staff (where the school car park is only accessible inside a School Street) and certain others, can apply for an exemption permit for their vehicle
- C. Restrictions will be enforced by Automatic Number Plate Recognition (ANPR) cameras and the owners of vehicles passing through without a permit will get a Penalty Charge Notice (PCN)

Vehicles automatically exempt:

- Emergency services
- Waste collection services
- Royal Mail delivery vehicles

People/vehicles eligible to apply for an exemption permit are:

1. Residents living inside a School Street
2. School staff, where the only car park entrance is inside a School Street
3. Carers – formal and informal – who need to access a property inside a School Street
4. Blue badge holders who need to access the school or a property inside a School Street
5. School buses
6. Businesses inside School Streets

Exemptions across all School Streets schemes are not available to the people/vehicles listed above.

In line with the General Data Protection Regulation (GDPR) we do not have access to personal details even if the applicant has applied for a parking permit. Therefore, people/vehicles eligible to apply for an exemption permit are required to apply via SSE@LBBd.gov.uk with supporting evidence (see [Appendix 1](#)). If the applicant fails to provide the correct proof/supporting evidence with the application, it will be rejected.

Full details are set out in this document.

1 INTRODUCTION & CONTEXT

1.1 Underpinning Principle

The London Borough of Barking & Dagenham is committed to the health and safety of its children and continues to consult on and deliver School Streets across the Borough.

By taking these positive and proactive steps, the Council continues to reduce traffic, improve safety for children and encourage more walking and cycling on the school run. School Streets supports the Council's Local Implementation Plan, making it easier for everyone to travel more sustainably (walking, cycling, public transport) and provides a safer, cleaner environment for children travelling to and from school.

'...closing streets around schools to traffic at drop-off and pick up times can help lower congestion and improve air quality...' (Sustrans, 2020)

1.2 About School Streets

Concerns regarding general traffic and schools have existed for many years. School Keep Clear markings were first established in the 1964 Traffic Signs Regulations and keep the space outside of schools free from stationary vehicles, so that children can be seen more easily when crossing the road. In 1964 there were fewer than 7 million vehicles on the road, today there are more than 40 million¹.

School Streets is a twenty-first-century solution. It extends the original principle of School Keep Clear markings by closing the road(s) outside a school to motor vehicles during drop-off and pick-up times. Vehicles are not permitted to enter School Streets during the restricted times unless they have been granted an exemption. The Council as Highway Authority can determine which road users are granted an exemption.

Access restrictions do not apply to residents living inside a School Street and the schemes only operate on weekdays, during term-time. Click the link below for school term dates:

[School term dates and planned closures | London Borough of Barking and Dagenham \(lbdd.gov.uk\).](https://www.lbdd.gov.uk/school-term-dates-and-planned-closures)

In Barking and Dagenham, 24% of morning rush hour traffic is made up of vehicles travelling to schools², and research from TfL suggests the school run adds 254,000 to London roads³ ⁴. Collisions, speeding, inconsiderate or unlawful parking, and idling are well-known issues near schools. Between 8am to 9am and 3pm to 7pm an estimated 16 children are killed or seriously injured each week in England⁵.

Air pollution can be five times higher during the school run than at other times of day⁶ and children and the elderly are most affected by air pollution. Air pollution has been linked to asthma, heart

¹ [General facts and figures about roads and road use \(racfoundation.org\)](https://www.racfoundation.org/)

² [Car Journeys during school drop-offs | London City Hall](https://www.london.gov.uk/transport-and-roads/cycling-and-walking/car-journeys-during-school-drop-offs)

³ [TfL urges children to walk, cycle and scoot to school to help children safely return to the classroom - Transport for London](https://www.tfl.gov.uk/road-users/news/transport-for-london/tfl-urges-children-to-walk-cycle-and-scoot-to-school-to-help-children-safely-return-to-the-classroom)

⁴ [Shoari, N., Heydari, S. and Blangiardo, M., 2022. School neighbourhood and compliance with WHO-recommended annual NO2 guideline: A case study of Greater London. *Science of the Total Environment*, 803, p.150038.](https://doi.org/10.1080/15257540.2022.2150038)

⁵ [Reducing unintentional injuries on the roads among children and young people \(publishing.service.gov.uk\), page 5](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/100000/reducing-unintentional-injuries-on-the-roads-among-children-and-young-people)

⁶ [the breathe london wearables study oct19.pdf](https://www.breathe.london/wearables-study-oct19.pdf)

disease and poor lung development⁷. Travelling actively benefits our health and is good for the environment.

More than 500⁸ School Streets are currently operating across London resulting in an average 23% reduction in air pollution at school gates⁹. As of July 2023, thirteen schools in Barking and Dagenham have School Streets.

1.3 Parking Permit Holders

Holding a parking permit for resident holder only parking bays (Controlled Parking Zones – CPZ) inside a School Street is not criteria for awarding an exemption. Furthermore, a School Street Exemption does not entitle you to park inside a CPZ.

Applications for parking permits must be made online at [Apply for a resident parking permit | London Borough of Barking and Dagenham \(lbbd.gov.uk\)](https://www.lbbd.gov.uk/apply-for-a-resident-parking-permit)

2 THE EXEMPTIONS POLICY

This exemption policy applies to

1. Residents living inside a School Street
2. School staff, where the only car park entrance is inside a School Street
3. Carers – formal and informal - who need to access a property, inside a School Street
4. Blue badge holders who need to access the school or a property inside a School Street
5. School buses
6. Businesses in School Streets

It is not council policy to issue blanket exemptions across all School Streets.

Vehicles automatically exempt:

- Emergency services
- Waste collection services
- Royal Mail deliveries

In the event of any contradiction between this exemption policy and traffic management orders, it is the traffic management order that takes precedence. The exception being when it has been agreed that enforcement will take place during term-time only. Traffic management orders for School Streets can be seen here: [New and proposed traffic and parking schemes | London Borough of Barking and Dagenham \(lbbd.gov.uk\)](https://www.lbbd.gov.uk/new-and-proposed-traffic-and-parking-schemes).

Drivers are encouraged, even if exempt, to avoid entering School Streets during restricted times, to maximise the benefits for all.

If you believe you have received a PCN in error, you can appeal this online at: [Challenge a PCN | London Borough of Barking and Dagenham \(lbbd.gov.uk\)](https://www.lbbd.gov.uk/challenge-a-pcn)

⁷ <https://www.blf.org.uk/support-for-you/risks-to-childrens-lungs/air-pollution>

⁸ [Getting to know School Streets case studies \(2022\) \(tfl.gov.uk\)](https://www.tfl.gov.uk/getting-to-know-school-streets-case-studies-2022)

⁹ [London School Streets](https://www.lbbd.gov.uk/london-school-streets)

See [Appendix 1](#) for information on evidence we require to support your application for a School Street Exemption.

Exemption One – Residents

Residents living inside a School Street can apply for an exemption for their vehicle¹⁰.

Further Notes on Exemption One

- If you have a permit for a controlled parking zone (CPZ) you must apply separately for your School Street exemption
- A School Street exemption does not guarantee a parking space on your street
- If you change your vehicle(s) you must submit a new application, including details of both, so that your exemption can be transferred to the new one
- It is expected that from September 2024 exemptions for residents will be time-limited requiring applications be made biannually to ensure records of exempt vehicles are up to date, at which time this policy will be revised
- If you fail to provide the correct proof/supporting evidence with your application, it will be rejected
- All other applications will be considered on a case-by-case basis.

Exemption Two – School Staff

School staff where the only car park entrance is inside the School Street can apply for an exemption.

Further Notes on Exemption Two

- It is the responsibility of the school to inform visitors of the restrictions
- Peripatetic teachers and others accessing a school to provide educational services can apply for a temporary exemption. Please apply at least 48 hours in advance
- Applications giving less than 48 hours' notice could result in a PCN
- It is expected that from September 2024 exemptions for school staff will be time-limited and staff will be required to apply biannually, at which time this policy will be revised. This will help ensure records of exempt vehicles are up to date and accurate. This is in line with the School Streets Data Protection Impact Assessment that sets out what data we collect, how we use it and how long we store it
- If you fail to provide the correct proof/supporting evidence with your application, it will be rejected
- All other applications will be considered on a case-by-case basis

Exemption Three – Carers (formal and informal)

Registered carers of residents living inside the School Street can apply for an exemption.

Informal carers of residents living inside a School Street may also be eligible for exemption. Informal carers must provide evidence of their caring role e.g., a note from a General Practitioner (G.P.), District Nurse or other NHS professional.

Further Notes on Exemption Three

¹⁰ A private vehicle is defined as 'a resident's own or company vehicle'.

- If you fail to provide the correct proof/supporting evidence with your application, it will be rejected
- All other applications will be considered on a case-by-case basis

Exemption Four – Blue Badge Holders

Blue Badge holders that require access to a property inside a School Street (including those dropping off or collecting from the school) during the hours of operation can apply for an exemption.

Further Notes on Exemption Four

- Schools may be required to confirm the status of parents or students who are included in an exemption application
- If you fail to provide the correct proof/supporting evidence with your application, it will be rejected
- All other applications will be considered on a case-by-case basis

Exemption Five – School Buses

Buses transporting school children to or from a school inside a School Street must apply for an exemption.

Further Notes on Exemption Five

- This applies to private out of school clubs that operate a bus service to the school. The school will be required to confirm that the service collects and drops-off children to and from the school
- This exemption includes buses attending the school to take the students on a school excursion or event
- School and bus service providers are expected to comply with Council processes to administer these exemptions
- Should a need arise for a London Bus (under the auspices of Transport for London) to access a School Street, it will be exempt
- No other buses (e.g., minibuses) are exempt
- If you fail to provide the correct proof/supporting evidence with your application, it will be rejected

Exemption Six – Businesses inside School Streets

Vehicles belonging to businesses inside School Streets are eligible to apply for an exemption.

Further Notes on Exemption Six

- All other applications (including business users) will be considered on a case-by-case basis
- If you fail to provide the correct proof/supporting evidence with your application, it will be rejected

3 OTHER VEHICLES

Mobile businesses, tradespeople, and emergency callouts

- Applications for temporary exemptions can be made for scheduled appointments inside a School Street. Please apply at least 48 hours in advance
- Applications giving less than 48 hours' notice could result in a PCN which will need to be challenged (this also applies to retrospective applications)

- In the event of an emergency call-out during the time of restriction, a PCN may be issued, and an appeal can be made
- Appeals will be assessed on a case-by-case basis
- If you fail to provide the correct proof/supporting evidence with your application, it will be rejected
- Where reasonable, it is expected that utility companies and tradespeople will schedule work outside of the restricted times or park outside the School Street

Private hire (taxi) vehicles

- Are not eligible for exemptions to drive through the School Streets during the hours of operation
- Residents are encouraged to meet the vehicle outside the School Street during the restricted hours
- Where a customer must be collected from their home, a PCN may be issued. This can be appealed with supporting evidence. Decisions are made on a case-by-case basis
- Appeals will be assessed on a case-by-case basis
- If you fail to provide the correct proof/supporting evidence with your application, it will be rejected

Delivery vehicles

- Delivery vehicles are not automatically exempt, and residents are encouraged to book deliveries outside the hours of restriction
- If a delivery is made during restricted hours and is suitable for hand delivery, it is expected that delivery companies will make the last part of the journey on foot
- Where a delivery is too large to carry into the School Street, the driver can appeal the PCN with supporting evidence of the address to which the item was delivered. Decisions are made on a case-by-case basis
- Appeals will be assessed on a case-by-case basis
- If you fail to provide the correct proof/supporting evidence with your application, it will be rejected

4 ADMINISTRATION OF EXEMPTIONS

- Be First works with the Council to approve and administer School Street Exemption applications
- Applications for vehicle exemption permits should be made by emailing SSE@LBBD.gov.uk with supporting evidence
- It is anticipated that, in 2024, with the introduction of new software, applying for permits will be largely automated and via a website. When this comes into effect everyone will be responsible for their individual applications
 - Permits will be issued biannually, and it is the applicants' responsibility to ensure their exemption is current (see [Appendix 2](#))
- Assistance for those without access to online services can be found at Barking Learning Centre (BLC), Dagenham Library or your local library.
- We reserve the right to request at any time any additional documentary evidence to verify that you continue to meet the exemption requirements
- If you fail to provide the correct proof/supporting evidence with your application, it will be rejected

Misuse of Exemptions

- Schools, the public and all stakeholders are expected to comply with the exemption processes in place to help ensure the safe and effective operation of School Streets
- If it is found that an application for an exemption has been made on a false premise, we reserve the right to withdraw the exemption and consider a prosecution for fraud under the Fraud Act (2006)
- Similarly, if it is found that an exemption has been knowingly misused, we reserve the right to withdraw the exemption with immediate effect and consider a prosecution for fraud under the Fraud Act (2006)

5 REVIEWING THIS POLICY

This School Streets Exemption Policy is corporately owned by Barking & Dagenham Council and implemented by the relevant operational teams, and the School Streets Team. It is appropriate that periodically, the policy is reviewed and assessed to ensure it remains accurate and effective.

The School Streets Team will have responsibility for any policy reviews and modifications and will liaise across the Council as appropriate before any amendments are finalised.

6 APPENDIX 1- EVIDENCE REQUIRED IN SUPPORT OF AN APPLICATION

All applicants must provide:

Proof of address – one of the following:

- A Council Tax Demand (must be current financial year)
- A utility bill (gas/electric/water/landline, NOT mobile phone) or bank statement (less than three months old)
- If you are moving into the area we will need confirmation of your new address, for example a solicitor's letter or a tenancy agreement

And one of the following:

- A copy of the vehicle registration document (V5C).
- A valid insurance schedule – clearly showing your address.
- A copy of the signed hire/lease agreement on letter-headed paper including the duration of the hire or lease period - clearly showing your address.
- For company vehicles: a copy of the V5C and a signed letter on letter-headed paper from your company confirming your employment and that you are the keeper and user of the vehicle at the address within the school street (dated within the last three months).

Blue Badge holders - as above and:

- A copy of the vehicle registration document (V5C) or Motability agreement.
- Blue Badge (both sides).

School staff where the only access to the carpark is inside the School Street – as above and:

- Applications must be made from your work email account.

Formal and informal carers

- Proof of address and vehicle ownership as above.

And

- A letter confirming your formal or informal carer status, this could be a letter from your employer, GP, the NHS, or the Council.

7 APPENDIX 2 – TERMS AND CONDITIONS

By applying for a School Street exemption with the London Borough of Barking and Dagenham you agree to the following terms and conditions:

- I confirm that all information I have given to the council to support my application is, to the best of my knowledge, correct and accurate.
- I understand that this exemption is not a parking permit and does not give me permission to park within a School Street, or any Controlled Parking Zone (CPZ).
- I understand that I must inform the council if I move out of the School Street, for which my vehicle is exempt.
- I understand the council will cancel the exemption immediately, if I sell or dispose of the exempted vehicle.
- I understand it is my responsibility to ensure my exemption is current, allowing enough time for my application to be processed.

- I understand that the council may prosecute me under the Fraud Act 2006 and any other legislation that may be deemed appropriate, if the information which I have given, is found to be false or misleading.

I agree I have read and understood the terms below:

- Businesses, residents, or blue badge holders that require access can apply for an exemption for a School Street.
- The exemption permit is only valid for the vehicle to which it is awarded.
- The exemption is only valid for the School Street and code found on your exemption confirmation email.