# Parking Services Annual Report 2021-2022







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# Glossary

Automatic Number Plate Recognition
Closed Circuit Television
Civil Enforcement Area
Civil Enforcement Officer
Department for Transport
Enforcement Agent
Free and Display
Moving Traffic Enforcement
Notice to Owner
Order for Recovery
Pay and Display
Penalty Charge Notice
Refuse Disposal (Amenity) Act 1978
Road Traffic Regulation Act 1984
Traffic Enforcement Centre
Transport for West Midlands
Traffic Management Act 2004
Traffic Regulation Order
West Midlands Combined Authority

# Introduction

### Paul Tovey - Head of Highway Management, Economy & Infrastructure Directorate

I am pleased to introduce Solihull's Parking Annual Report which summarises the Parking Services operation for 2021/22.

The Covid pandemic has affected everyone's lives over the past 2 years and has changed the way many people go about their day to day business. The lasting impact of lockdowns has changed business working practices and increased the number of people working from home, which has had a significant impact on travel behaviour and the use of our car parking facilities.

However, Parking Services are an essential service and have continued to run an efficient operation during the height of the pandemic in 2020 and have adjusted to meet new challenges in 2021. We suspended enforcement during the Christmas festive period to allow families and friends to access residential properties in the town centre, and supported partners delivering critical services for Covid booster vaccinations by providing free space in Monkspath car park during March 2021.

Changes to the borough such as the planned redevelopment of the town centre have presented opportunities to embrace changes in travel behaviour and revaluate our parking facilities to ensure they reflect the needs of our customers. Key objectives in the recently published Parking Services Operations Strategy<sup>i</sup> demonstrate the need to provide for the increasing demand for electric vehicle charging space and cashless payment options for all our car parks.

We are also working closely with our partners at TfWM to meet our zero emission targets for the West Midlands by ensuring phase 2 of the Sprint bus priority corridor through Solihull is kept free of unauthorised vehicles by using camera enforcement along the route.

The Council is committed to the government's efficiency, transparency and accountability agenda and the financial accounts for the Parking Services operation for 2021/22 is included in this report.

# **Policy Context**

The development and delivery of Parking Services is guided by the commitments of the Solihull Council Plan<sup>ii</sup> aim of achieving net zero carbon by 2041 as a borough and by 2030 as a Council, which influences day to day running of the and shapes the future of the service as demonstrated in the Parking Services Operations Strategy.

### Service Overview

The legal statutory duty for managing the road network for the whole borough of Solihull under the TMA 2004 Part 2 section 16<sup>iii</sup> and the RTRA Part 1<sup>iv</sup> is delegated through the Council constitution to the Economy and Infrastructure Directorate.

As part of this Directorate, the Highways Management Team implement all types of TROs to manage the road network including static and moving traffic restrictions and on and off street parking places.

Parking Services are responsible for delivering civil enforcement of traffic contraventions as per the TMA part 6<sup>v</sup> throughout the borough.

To fulfil this function, Parking Services manages all on and off-street car parking spaces, civil parking enforcement, including bus lanes and appeals and representations made against PCNs from end to end.

# Civil Parking Enforcement

The whole borough of Solihull is designated as a CEA except for private land around the National Exhibition Centre who are responsible for managing parking on their own site.

Parking Services work in partnership with NSL to deliver on and off-street civil parking enforcement.

Static CCTV ANPR cameras enforce bus lanes in Lode Lane and Warwick Road. Footage captured of potential contraventions is reviewed by a qualified officer before importing the evidence pack to the back office notice processing system for issue.

Solihull do not use camera cars for civil enforcement.

# **Challenges and Representations**

All appeal correspondence received by Parking Services is managed in house by qualified officers who make impartial decisions that are supported by legislation and robust policy.

When a customer makes an appeal using the online portal they are given a selection of common reasons given by appellants based on the contravention code that has been entered. This feature advises customer's whether or not their appeal may be successful based on the reasons given. This advice has reduced the number of appeals submitted that are likely to be rejected.

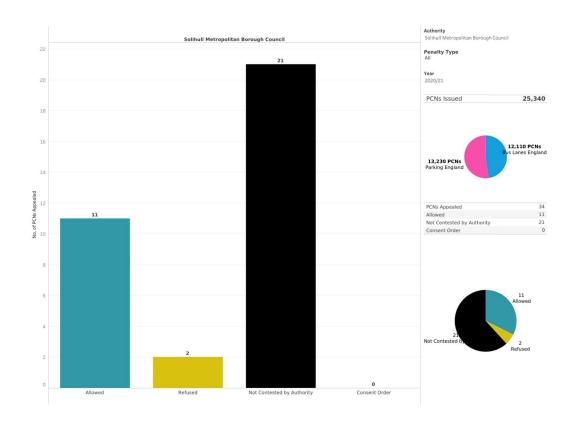
# Adjudication

If a representation made against a PCN at the NtO stage is rejected and the appellant disagrees with the Council's decision, they have the opportunity to further appeal to an independent adjudicator.

The Traffic Penalty Tribunal<sup>vi</sup> is responsible for deciding cases issued by local authorities in England outside of London. All decisions are final and must be accepted by the appellant and issuing authority.

2020/21 adjudication outcomes for Solihull are in the chart below.

Note: statistics are always 1 year in arrears.



PCNs Appealed	The total number of PCNs appealed to the Traffic Penalty Tribunal for the Authority, Penalty Type and Year selected.
Allowed / Refused	Appeals that were successful (allowed) or unsuccessful (refused) by an Adjudicator, based on the facts / evidence of the case.
Not Contested by Authority	Appeals that were successful, as the Authority chose not to contest the case.
Consent Order	Appeals that were closed, based on an agreement between the Authority and Appellant (e.g., payment of the original charge amount).

# **Enforcement Agents**

If a PCN has gone through all stages of recovery and has not been discharged by either payment or successful appeal, the Council will apply to register the debt with the TEC at Northampton County Court.

Once registered an OfR will be issued to the registered keeper with a Witness Statement or in the case of a bus lane PCN, a Statutory Declaration form.

If payment is not received nor is a Witness Statement / Statutory Declaration form registered with TEC, a warrant will be issued for recovery by the Council's contracted EA.

It is the responsibility of the EA to pursue the debt and recover the outstanding amount through legal means.

### Freedom of Information

Detailed information about data protection and how the Council manages Freedom of Information requests can be found on the About the Council webpage<sup>vii</sup>.

Freedom of Information requests must be made in writing to the Council either by post or email to: infogov@solihull.gov.uk.

Once received the Corporate Information Governance team will assess the request and either direct the applicant to published online information or refer the request to the relevant team to be answered within the statutory time frame of 20 working days.

Financial information about the Council's income and expenditure including previous parking annual reports issued by Parking Services is available on the Open data<sup>viii</sup> webpage.

# On and Off-Street Parking

Short and long stay pay and display car parking operates in 16 surface and multistorey car parks throughout the borough. In addition, 2 on street pay and display parking places are available in Station Road and Stratford Road Shirley.

All Council car parks under the jurisdiction of Parking Services are Park Markix accredited.

				(	Capacity and	d Space Type	
Ref	Car Park Name	Location	Weekday	Weekend	Disabled	EV Charging	Height restriction
		Tov	vn Centre Ca	r Parks			
1	Brueton Park	1021 Warwick Rd, Solihull B91 3HG	69	69	3	0	2m / 6ft 6in
2	Church Hill	Church Hill Rd, Solihull B91 3QS	127	127	0	2	2m / 6ft 6in
3	Civic Suite <sup>1</sup>	Manor Square, Solihull B91 3PX	0	174	0	4	3.8m / 12ft 5in
4	Dominion Court	Herbert Rd, Solihull B91 3QE	100	200	3	0	2m / 6ft 6in
5	Lode Lane	Lode Ln, Solihull B91 3AB	486	486	15	2	2.2m / 7ft 2in
6	Malvern Park	New Rd, Solihull B91 3EA	69	69	3	0	2m / 6ft 6in
7	Marks & Spencer	Poplar Rd, Solihull B91 3AB	569	569	20	2	1.9m / 6ft 2in
8	Mell Square	Mell Square, Warwick Rd, Solihull B91 3DT		630	37	2	1.9m / 6ft 2in
9	Monkspath Hall Road	Monkspath Hall Rd, Solihull B91 3DN	1043	1043	10	0	2m / 6ft 6in
			Shirley Car P	arks			
10	Rear of Aldi	240-244 Stratford Rd, Shirley, Solihull B90 3AE	36	36	0	0	None
11	Rear of Iceland	267-271 Stratford Rd, Shirley, Solihull B90 3AL	170	170	4	0	None
12	Church Road	The Old Library, Church Road, Shirley, Solihull B90 2AX	82	82	2	0	None
		P	(nowle Car P	arks			
13	Village Hall x3	St Johns Cl, Knowle, Solihull B93 3GB	94	94	1	0	None
14	Greswolde Arms (rear)	St Johns Cl, Knowle, Solihull B93 3GB	125	125	5	0	None
15	NatWest Bank (rear)	St Johns Cl, Knowle, Solihull B93 0LL	34	34	2	0	None
16	Tesco (rear)	St Johns Cl, Knowle, Solihull B93 3GB	60	60	5	0	None

<sup>&</sup>lt;sup>1</sup> Open to the public at weekends and on public holidays only

	Hours of operation				Mon – sat (hrs)					Sun (hrs)																			
Ref	N	Λ	7		V	٧	7	Γ	F	=	5	3		S	0-1	1-2	0-2	2-3	3-4	4-5	5-6	>6	O/N	0-1	1-2	0-2	2-3	>3	O/N
	AM	РМ	AM	РМ	AM	РМ	AM	PM	AM	PM	AM	РМ	AM	PM				7	Tariff (£	<b>:</b> )						Tariff	f (£)		
1	24	Hrs	24	Hrs	24	Hrs	24	Hrs	24	Hrs	24	Hrs	24	Hrs	ı	-	1	ı	-	-	-	-	1	•	-	•	-	-	-
2	24	Hrs	24	Hrs	24	Hrs	24	Hrs	24	Hrs	24	Hrs	24	Hrs	-	-	2.70	3.50	4.50	5.00	6.00	8.50	1.50	-	-	2.70	3.50	4.20	1.50
3 <sup>2</sup>	-	-	-	-	-	-	-	-	-	-	24	Hrs	24	Hrs	-	-	2.70	3.50	4.50	5.00	6.00	8.50	1.50	-	-	2.70	3.50	4.20	1.50
4	24	Hrs	24	Hrs	24	Hrs	24	Hrs	24	Hrs	24	Hrs	24	Hrs	-	-	2.70	3.50	4.50	5.00	6.00	8.50	1.50	-	-	2.70	3.50	4.20	1.50
5	24	Hrs	24	Hrs	24	Hrs	24	Hrs	24	Hrs	24	Hrs	24	Hrs	1.60	2.70	-	3.50	4.50	5.00	6.00	8.50	1.50	1.60	2.70	-	3.50	4.50	-
6	24	Hrs	24	Hrs	24	Hrs	24	Hrs	24	Hrs	24	Hrs	24	Hrs	ı	-	1	ı	-	-	-	-	1	•	-	•	-	-	-
7	7:40	9:00	7:40	9:00	7:40	9:00	7:40	9:00	7:40	9:00	7:15	9:00	9:30	5:30	-	-	2.70	3.50	4.50	5.00	6.00	9.00	-	-	-	2.70	3.50	4.50	-
8	7:00	9:00	7:00	9:00	7:00	9:00	7:00	9:00	7:00	9:00	7:00	9:00	9:00	6:00	1.60	2.70	-	3.50	4.50	5.00	6.00	8.50	1.50	1.60	2.70	-	3.50	4.50	1.50
93	24	Hrs	24	Hrs	24	Hrs	24	Hrs	24	Hrs	24	Hrs	24	Hrs		0-6		3.	50		>6		4.5	50	А	fter 6pr	n	0.0	)0
10	24	Hrs	24	Hrs	24	Hrs	24	Hrs	24	Hrs	24	Hrs	24	Hrs	-	-	-	•	0.50	1.00	1.50	2.00	•	-	-	-	-	-	-
11	24	Hrs	24	Hrs	24	Hrs	24	Hrs	24	Hrs	24	Hrs	24	Hrs	ı	-	1	ı	0.50	1.00	1.50	2.00	1	•	-	•	-	-	-
12	24	Hrs	24	Hrs	24	Hrs	24	Hrs	24	Hrs	24	Hrs	24	Hrs	-	-	-	-	0.50	1.00	1.50	2.00	-	-	-	-	-	-	-
13	24	Hrs	24	Hrs	24	Hrs	24	Hrs	24	Hrs	24	Hrs	24	Hrs	-	-	-	1.20	2.20	3	20	4.00	1	-	-	-	-	-	-
14	24	Hrs	24	Hrs	24	Hrs	24	Hrs	24	Hrs	24	Hrs	24	Hrs	-	-	-	1.20	2.20	3	20	4.00	-	-	-	-	-	-	-
15	24	Hrs	24	Hrs	24	Hrs	24	Hrs	24	Hrs	24	Hrs	24	Hrs	-	-	-	1.20	2.20	3.:	20	4.00	-	-	-	-	-	-	-
16	24	Hrs	24	Hrs	24	Hrs	24	Hrs	24	Hrs	24	Hrs	24	Hrs	-	-	-	1.20	2.20	3	20	4.00	•	-	-	-	-	-	_

<sup>&</sup>lt;sup>2</sup> Monday to Saturday tariff only applies to Saturday and public holidays. Sunday charges apply after 1pm only. <sup>3</sup> Tariff and hours of charging apply 7 days a week.

# **Cashless Parking**

In October 2014 Parking Services introduced a cashless parking solution for customers in all P&D and F&D car parks throughout the borough.

The F&D period is not available as a cashless parking session. Evidence of what time a motorist has begun their parking stay must be shown by obtaining a F&D paper parking ticket from a ticket machine located in the car park.

The cashless option is also available for customer's requiring season tickets for use in long stay car parks in addition to shorter parking sessions.

Cashless parking is provided by Chipside's MiPermit<sup>x</sup> and accessible online, or via an app available on Android, Apple and IOS platforms.

### Virtual Permits

In August 2022 the majority of paper permits issued by Parking Services migrated to an online digital platform provided by the Council's current cashless parking provider MiPermit<sup>xi</sup>. All existing paper permits in circulation remain valid until their expiry date.

Permits listed below that have migrated to the virtual platform are accessible through the same channels as the cashless parking solution.

- Car park season tickets
- Dispensations
- Red route exemption
- Business
- Resident
- Visitor

### Virtual permits issued to date

	No. Active	No. Issued	Avg Value	Total
Resident Virtual Parking Permit - Zone 1	0	1	£114.00	£114.98
Resident Virtual Parking Permit - Zone 3	4	4	£28.50	£117.92
Virtual Dispensation Permit (Admin Issue)	59	416	£0.00	£0.00
Virtual Dispensation Permit 1 VRM	11	26	£27.69	£745.48
Virtual Dispensation Permit 2 VRM	1	1	£80.00	£80.98
Virtual Dispensation Permit 3 VRM	0	1	£120.00	£120.98
Virtual Loading Area Permit (Admin Issue)	89	159	£0.00	£0.00
Visitor Virtual Permit - Zone 1	0	75	£4.56	£342.00
Total	164	684	£2.18	£1,522.34

Permits that are due to be added to the virtual platform include special access permits to roads that are otherwise have restricted vehicular access.

# **Parking Schemes**

All parking schemes progressed by the Highways Traffic Management Team are evaluated on a robust scoring framework before being presented to Cabinet for approval.

All schemes in the tables below are planned for completion during 2022/23. Proposed schemes for 2023/24 are not included in this report.

### **Programme summary**

Status	Number of TROs			
To be progressed	0			
Advertised	9			
In progress <sup>4</sup>	5			
On hold / deferred	1			
Substantially complete <sup>5</sup>	17			

### 2021/22

Remaining schemes on the programme of works for 2021/22 financial year.

Origin	Туре	Ward	Location	Status
TRO prioritisation	Movement and waiting	Bickenhill	Field Lane	Advertised
TRO prioritisation	Movement restriction	Bickenhill	Berry Hall Lane	Advertised
TRO prioritisation	Waiting restriction	Shirley East	Northbrook Road	Substantially complete
TRO prioritisation	Waiting restriction	Silhill	Caldwell Grove	Substantially complete
TRO prioritisation	Waiting restriction	Smiths Wood	Eagle Grove	Substantially complete
TRO prioritisation	Waiting restriction	Kinghurst and Fordbridge	Cooks Lane	Substantially complete
TRO prioritisation	Waiting restriction	Lyndon	Wagon Lane / Barn Lane	Substantially complete
TRO prioritisation	School streets	St Alphege	Grandborough Drive	Substantially complete
TRO prioritisation	School streets	Shirley East	Lawnswood Avenue	Substantially complete
TRO prioritisation	School streets	St Alphege	Cherrington Way	Substantially complete

### 2022/23

Schemes prioritised for completion during 2022/23 financial year.

Origin	Туре	Ward	Location	Status
TRO prioritisation	Waiting restriction	Shirley East	Longmore Road	Substantially complete
TRO prioritisation	Waiting restriction	Kinghurst and Fordbridge	Chelmsley Road	In progress
TRO prioritisation	Waiting restriction	Bickenhill	Elmdon Road, Marston Green	Substantially complete

<sup>&</sup>lt;sup>4</sup>Scheme being developed or at informal consultation

<sup>&</sup>lt;sup>5</sup> Implemented or awaiting implementation

TRO prioritisation	Waiting restriction	Shirley South	Drayton Road	Substantially complete
TRO prioritisation	Waiting restriction	Bickenhill	Bickenhill Road, Marston Green	Substantially complete
TRO prioritisation	Waiting restriction	Blythe	Dickens Heath Road	In progress
TRO prioritisation	Waiting restriction	Elmdon	Meriden Rise / Mountjoy Crescent	Substantially complete
TRO prioritisation	Waiting restriction	Dorridge	Stratford Road, Hockley Heath	Advertised
TRO prioritisation	Waiting restriction	Shirley East	Ralph Road / Jacey Road	Substantially complete
TRO prioritisation	isation Waiting restriction Meriden		Leys Lane	On hold / deferred
TRO prioritisation	Waiting restriction   Lyndon		Castle Close & Falkner Road	Advertised
Council priority	Speed limit	Various	Boroughwide review	Advertised
Council priority	Movement restriction	Silhill & St Alphege	Warwick Road	Advertised
Council priority	Waiting restriction	Blythe	Cheswick Green School	Substantially complete
HS2	Waiting restriction	Meriden	Hod Lane / Red Lane	Substantially complete
HS2	Waiting restriction	Meriden	Hallmeadow Road	Substantially complete
TfWM	Waiting restriction	Silhill	Lode Lane Sprint Phase 2	In progress
Council priority	Speed limit	Various	Boroughwide 20mph School Based Speed Limits	Advertised
Council priority	Waiting restriction	Olton	Station Drive	Advertised
Council priority	Car park restriction	Dorridge	Dorridge Long stay Car Park, Station Approach	Advertised
Council priority	Waiting restriction	Kingshurst and Fordbridge	Kingshurst Village Centre	In progress
Speed Limits and		A45 Coventry Road	In progress	

# Strategy and Operational Policy

Parking Services have published an operational strategy to deliver on national and corporate objectives over a 5 year period from 2022 to 2027.

The objectives of the strategy focus on 5 core themes for car parks, customer services, enforcement, community engagement and working in partnership with key internal and external stakeholders.



The strategic objectives will be delivered over the 5 year term by Parking Services in partnership with the Highway Management Team.

### **Operational Policy**

All operational policy is publicly available on the Traffic and Transport strategy page<sup>xii</sup>. Policy that relates to the operation of Parking Services is referenced below.

The Abandoned Vehicle Policy<sup>xiii</sup> outlines the service's approach to managing reports of abandoned vehicles in accordance with the Council's statutory duty under the RDA.

The Blue Badge Enforcement Policy<sup>xiv</sup> provides an overview of the Council's role in administering new applications, badge holder's rights and responsibilities, and where they can and can't park.

The Discretion and Mitigation Policy<sup>xv</sup> are guidelines for the consideration of challenges and representations made against PCNs. The policy gives an overview of the statutory grounds for appeal and provides examples of mitigating circumstances. These examples are not exhaustive, and all challenges and representations will be assessed on its individual merit.

The Drop Kerb Enforcement Policy<sup>xvi</sup> states the legal definition of what constitutes an obstruction of a drop kerb and Parking Services' enforcement approach.

The Enforcement Grace Period Policy<sup>xvii</sup> defines what the grace period is and how it is applied by Parking Services to on and off-street car parking as per governing legislation.

The Winter Maintenance Policy<sup>xviii</sup> explains the Council's approach to managing severe weather in the off-street surface and multi-storey car parks throughout the borough and when enforcement may be suspended.

All operational policy is up-to-date and reviewed on a yearly basis to ensure they remain fit for purpose and legislatively compliant.

### Service Performance

Key performance indicators measure appeal processing performance for the back office team and civil enforcement conducted by NSL as per the contact terms and conditions.

Performance is continually monitored through day to day management for the back office team and by monthly NSL contract meetings to ensure deployment and quality targets are being met.

### **Future Initiatives**

The WMCA and TfWM are leading on adopting powers for MTE outside of London and are applying on behalf of all the partnership authorities to the DfT by the end of the 2022 financial year.

In preparation of receiving authorisation from the DfT Solihull will be completing a tender exercise for MTE equipment to enforce sites highlighted as priority in the application.

The implementation of MTE is one of the objectives in the Parking Services Operational Strategy.

# Penalty Charge Notice Issue and Recovery Statistics

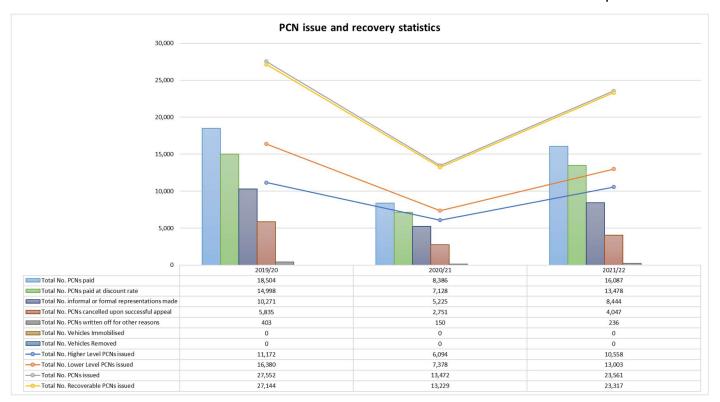
On and off-street PCN issue, appeal and recovery statistics for the last 3 financial years are detailed in the table below. Figures are lower in 2020/21 due to the Coronavirus pandemic.

	2019/20	2020/21	2021/22
Total No. Higher Level PCNs issued	11,172	6,094	10,558
Total No. Lower Level PCNs issued	16,380	7,378	13,003
Total No. PCNs issued	27,552	13,471	23,561
Total No. Recoverable PCNs issued <sup>6</sup>	27,144	13,230	23,317
Total No. PCNs paid	18,504	8,386	16,087
Total No. PCNs paid at discount rate	14,998	7,128	13,478
Total No. informal or formal representations made	10,271	5,225	8,444
Total No. PCNs cancelled upon successful appeal	5,835	2,751	4,047
Total No. PCNs written off for other reasons	403	150	236
Total No. Vehicles Immobilised	0	0	0
Total No. Vehicles Removed	0	0	0

<sup>&</sup>lt;sup>6</sup> Total minus warning, spoilt and test PCNs

# **PCN Issue and Recovery Trend**

The reduction in 2020/21 was due to a reduced service because of the Coronavirus pandemic.



# **Financial Statement**

Any surplus generated by parking services in respect of managing parking places or enforcing the road network is legally restricted to fund the delivery of the service and for the provision and maintenance of off-street multi-storey or surface parking accommodation as per the RTRA section  $55^{xix}$ .

If the maintenance or development of parking accommodation is not necessary, any surplus remaining after funding of the service must be used for any of the functions listed below.

- For the provision or operation of public passenger transport services.
- For the purposes of a highway or road improvement project in the local authority's area.
- For the purposes of environmental improvement in the local authority's area.

### Parking Services Accounts 2021/22

Expenditure	Outturn (£)
Employee Costs	45,782.99
Utilities	147,133.91
Premises Costs	849,119.38
Maintenance	178,280.02
Equipment Costs	105,604.07
Contracts	251,854.37
Other Costs	36,312.48
Total Expenditure	£1,614,087
Income	
Parking Charges	- 1,367,539.80
Season Permits	- 51,881.06
Rents	- 251,166.13
Internal Income	- 26,849.46
Contributions	- 147,571.00
Grants (Covid related)	- 1,926,952.71
Total Income	-£3,771,960
Balance	- 2,157,872.94

### Reference

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- <sup>i</sup> Solihull Parking Services Operations Strategy
- The Solihull Council Plan
- iii https://www.legislation.gov.uk/ukpga/2004/18/section/16
- iv https://www.legislation.gov.uk/ukpga/1984/27/section/1
- v https://www.legislation.gov.uk/ukpga/2004/18/part/6
- vi About us Traffic Penalty Tribunal
- vii About the Council | solihull.gov.uk
- viii What we spend and how we spend it (solihull.gov.uk)
- ix Park Mark
- x https://secure.mipermit.com/solihull/Account/PayAndStayAdd.aspx
- xi https://secure.mipermit.com/solihull/Application/ModuleLander.aspx
- xii Strategies traffic and transport | solihull.gov.uk
- xiii Abandoned Vehicle Policy (solihull.gov.uk)
- xiv Blue Badge Enforcement Policy 2022 (solihull.gov.uk)
- xv Discretion and mitigation policy 2022 (solihull.gov.uk)
- xvi Drop kerb enforcement policy (solihull.gov.uk)
- xvii Enforcement Grace Period Policy 2022 (solihull.gov.uk)
- wiii Winter Maintenance Policy 2022 (solihull.gov.uk)
- xix https://www.legislation.gov.uk/ukpga/1984/27/section/55





