



FREIGHT TRANSPORT ASSOCIATION

## The Driver's Guide to Loading and Unloading in England and Wales



**Check the rules**  
**Assume you are being watched**  
**Know the loading/unloading definition**

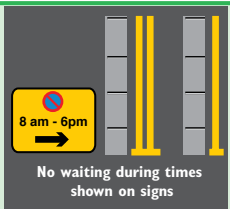
Ensuring compliance, advancing performance

## Double and single yellow lines

Loading and unloading is allowed on double and single yellow lines in accordance with the local authority's time limits, unless any other loading and unloading restriction applies (see opposite).

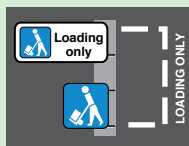
In most London boroughs, there is a 40 minute limit for loading and unloading at the kerbside throughout the day. However, the 11:00 threshold of unlimited time to load and unload now varies between boroughs. Check with your manager.

You must be able to prove you are acting within the rules for loading and unloading (see below).



## Loading bays

Loading and unloading by commercial vehicles is permitted in designated loading bays – normally for a maximum of 20 minutes. Always check the hours that the loading bay operates on nearby signs.



## Parking bays

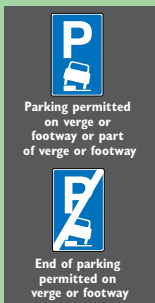
Loading and unloading is permitted without payment in parking bays, such as residents' bays and meters etc, and in gaps between them but only for 20 minutes, otherwise the

## Pavement parking

bay needs to be suspended by the borough. Never load and unload in a suspended bay without explicit permission from a borough. Do not load and unload in doctors' or disabled bays.

- Vehicles should not be parked with one or more wheels on the footway to load and unload unless:
  - the loading and unloading could not otherwise have been satisfactorily performed
  - the vehicle was not left unattended at any time while parked

In London vehicles must not be parked with one or more wheels on the footway to load or unload unless signs permit it.



## What is loading and unloading?

Loading and unloading must be a continuous activity and the vehicle must be moved once it is complete. Even if the delivery only takes two minutes, the vehicle must be moved as soon as the process is complete. Loading includes the movement of goods to and from premises, checks on the goods delivered and paperwork. Enforcement staff will not consider stopping for a chat, shopping or having a cup of tea as part of the loading and unloading process! Always check nearby signs for details of additional restrictions on loading.



**RED ROUTE**  
No stopping  
at any time

**RED ROUTE**  
No stopping  
Mon - Sat  
7 am - 7pm

Only loading may take place at the times shown usually for up to a maximum of 20 mins

**RED ROUTE**  
No stopping  
Mon - Sat  
7 am - 7pm

Except 10 am - 4pm  
loading  
max 20 mins  
 max 3 hours

## Red routes – London and Birmingham only

Stopping, parking and loading and unloading are banned on red routes, except in a loading box or on a single red line (at permitted times). Double red lines apply at all times. Red lines around a loading box mean it is available part of the day and white lines mean it is available all day.

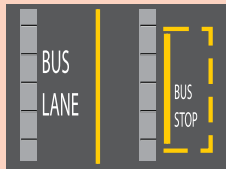
No loading  
Mon - Sat  
8.30 am - 6.30 pm

No loading  
at any time

Times shown  
are an example only

## Bus lanes and bus stops

You may enter a bus lane to load or unload where this is not prohibited by a clearway, red route or loading ban. However, most bus stops are clearways, which are marked by a yellow line along the kerb and a sign. Do not load and unload in them during the signed times.



## Loading bans

Short yellow lines at right angles to the kerb indicate a loading ban. Double pips — no loading at any time. Single pip — loading and unloading is sometimes allowed (look out for the sign showing the restricted times which vary from street to street).

## Other places where you cannot stop to load and unload

- A pedestrian crossing including the area marked by the zig-zag lines
- School keep-clear zig-zag lines
- On a road with double white lines marked in the centre
- A clearway during its hours of operation (in London many bus stops and taxi ranks are clearways from 07:00–19:00 hours)
- Mandatory cycle lanes (indicated by a solid line)
- Where the vehicle would cause an obstruction, eg within 10 metres of a junction, or be in a dangerous position



## DOs and DON'Ts

- Always check what the signs and the lines say
- Never stop to load and unload where you will cause an obstruction
- Never load and unload where pips on the kerb and signage indicate a loading ban is in force
- Spend only as long as you need to make a delivery. Do not exceed the time limit
- Remember the onus is on the driver to prove that the vehicle was legitimately being loaded and unloaded
- DO NOT argue with the Civil Enforcement Officer (CEO), it will not make them cancel the PCN!
- If a PCN is issued, ask the CEO to make a note if you were loading and unloading
- If a CEO gives permission to load or unload at a banned kerb make a note of their number
- Unless you have explicit permission never park in a suspended bay (eg where a bag covers a parking meter)
- Always accept PCNs. If you drive off or the CEO feels threatened, the PCN will be sent by post which will make administration of payment or an appeal more difficult for your company

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