

Southampton School Streets Permits and Access Guidance

1. Background

Southampton City Council (the Council) is committed to increasing active and sustainable travel and improving road safety for our city's children, their families and local communities during peak school travel hours.

Our Safer Routes to School (SRtS) programme aims to achieve this through education, enforcement, and engineering solutions.

To date, the Council has implemented 20 permanent School Streets in the city to help facilitate safer journeys to and from school.

This guidance document shows the criteria by which the Council will consider applications for permits to allow vehicles access to a School Street. It also explains the application process.

2. What are School Streets and why do we have them?

A School Street sees a road directly outside a school temporarily closed to motor vehicles at the beginning and end of the school day. These allow people walking, wheeling and cycling, and where on a bus route, buses to use the road.

Closing the road space outside schools at drop off and pick up times provides a much safer environment for everyone at these busy times and helps those who are able to walk, cycle, wheel and scoot to school.

In Southampton, the standard School Streets operating times are between the hours of 08:00 to 09:30 and 14:15 and 15:45. There may be some that operate slightly different times, such as morning or afternoon only – the signs will provide the details of each School Street restriction.

Access is maintained for residents who live within the School Streets area, emergency vehicles and others by way of General Exemption, Permit or Authorisation. See section 5 for more information.

3. How will I know which streets are School Streets?

A School Street is identified with 'pedestrian and cycle only zone' or 'bus gate' signage detailing the operational timings and the specific School Street permit number. There may also be advanced warning signs on approaches to alert road users to a nearby School Street.

Image 1 and 2 – Examples of Pedestrian and Cycle Only Zone signage



Image 3 – Example of Bus Gate Signage



A School Street will have a Traffic Regulation Order (TRO) in place and you can find details of where our School Streets are on our [website](https://transport.southampton.gov.uk/atf/school-streets-managing-the-school-run/) and in Appendix 1 and Appendix 2 at the end of this document.

<https://transport.southampton.gov.uk/atf/school-streets-managing-the-school-run/>

4. Enforcement of School Streets

To operate the School Streets, we have relied on School Street volunteers and school staff to steward the closures using retractable barriers and signs. This approach has its benefits; however, we have seen that this type of operation becomes unsustainable over time. We are very grateful to all past and present School Street stewards who have made the School Streets programme a success.

Where a School Street is unmanned the restrictions are detailed by the signs only and rely on driver compliance. However, these ‘Sign Only’ School Streets tend to have a higher

contravention rate. This increases the safety risk for people using the School Street as they may not be expecting vehicles to be travelling through the closure, and undermines the effectiveness of the School Street.

In 2023, the Council was granted powers by the Government for Moving Traffic Enforcement (MTE) powers. This enables the enforcement of restrictions such as School Streets by using cameras or on the ground enforcement officers.

The Council does not wish to have to actively enforce School Street restrictions through its MTE powers but the safety of some of our city's most vulnerable residents continues to be put at risk by continuing contraventions of the School Street restrictions. As such, the Council will exercise those powers where it considers it appropriate to do so. In such cases, enforcement cameras will be installed at the entrance and exit points of the School Street.

Where a School Street is enforced, vehicles entering the restriction will receive a Penalty Charge Notice (PCN) unless a permit in respect of that vehicle has been issued by SCC.

School Street restrictions operate Monday to Friday Term Time Only. Enforcement cameras are turned off during the school holiday periods that are stated on Southampton City Council's website - [School term dates and school holidays](#). On a date when there is an INSET day, the School Street restrictions will be enforced.

For 2025-26 academic year, enforcement dates will be:

Term	Starting	Ending
Autumn one	3 September 2025	24 October 2025
Autumn two	3 November 2025	19 December 2025
Spring one	5 January 2026	13 February 2026
Spring two	23 February 2026	27 March 2026
Summer one	13 April 2026	22 May 2026
Summer two	1 June 2026	22 July 2026

For the 2026-27 academic year, enforcement dates will be:

Term	Starting	Ending
Autumn one	1 September 2026	23 October 2026
Autumn two	2 November 2026	18 December 2026
Spring one	4 January 2027	12 February 2027
Spring two	22 February 2027	25 March 2027
Summer one	12 April 2027	28 May 2027
Summer two	7 June 2027	21 July 2027

Schools that are part of academy trusts may choose to have a 2-week half term in October, instead of the usual one week. These School Streets will not be enforced during the 2-week half term. These schools are:

- Hightown Primary School – Tunstall Road
- St Monica Primary School – St Monica Road and Maxwell Road

The 2026/27 October half term dates for these schools are:

- Monday 19th October 2026 to Friday 30th October 2026.

5. Exempted, Authorised and Permitted vehicles

Restricting the volumes of traffic using the School Street to a bare minimum enables the School Street to be successful and creates the safe environment that children and adults walking, wheeling or cycling through it expect.

We want to encourage everyone to avoid driving in School Streets during the restricted hours, however we recognise that a blanket ban on all vehicles entering the School Street would be unfair, particularly for residents who live within the closure.

We operate a system that allows certain vehicles to access the street during operational hours. These vehicles will either be Exempted, Permitted or Authorised.

5.1 Exempted vehicles

These vehicles are automatically exempt from the restriction, such as emergency service vehicles. Further details of exempted vehicles can be found in this document in Section 7 – Criteria for School Streets Access and also in Part Six, section 6.1 of the City of Southampton Moving Traffic Restrictions 2022 Order.

5.2 Authorised Vehicles

These vehicles are detailed in Schedule B of the Moving Traffic Order 2023 and are authorised to enter School Streets operating under a Bus Gate Traffic Regulation Order only. Examples of such vehicles are taxis and Private Hire Vehicles (PHVs) licensed by Southampton City Council.

5.3 Permitted Vehicles

For vehicles that meet our Permit Criteria, a School Street Permit may be issued by SCC in respect of these vehicles to allow them to access the School Street during operational hours without receiving a PCN.

A School Street Permit is simply a digital record of a vehicle's registration number plate and is specific to a School Street and is not transferable. A paper permit will not be issued. A School Street permit for residents will last for a period of 3 years, and a new application for a permit will need to be made to the Council for access for an additional 3 years. Residents will be reminded by email towards the end of the 3 years that their permit is due to expire soon.

Permits for school staff, support staff and businesses will be reviewed on a yearly basis. Permits issued to medical practitioners, carers, district nurses, support workers and Blue Badge Holders will initially be issued for a maximum 3-month period. For access beyond this period, a new application will need to be made to the Council for access. It is the responsibility of the person wishing to access the School Street to apply for a permit in a timely manner.

Where a user requires a permit for multiple School Streets, then a School Streets permit will need to be applied for against the criteria in this section in respect of each School Street.

Each application will be considered on its own merits, and the issuing of a permit for one School Street does not guarantee that a permit will be issued for other School Streets where applied for. Successful applicants will be notified that a School Streets Permit has

been issued in respect of their vehicle and the date the School Streets permit will take effect and expire. The vehicle's number plate will be added to the SCC list of permitted vehicles.

Appendix 1 details the individual permit numbers for our School Streets.

6. Scope of and limitations of School Street Permits

The School Street permits only apply to vehicles entering a School Street. Vehicles already parked within the School Street during operational times can leave the School Street without the requirement for a permit.

Where permitted vehicles, or those already within the School Street and leaving, are travelling through a School Street we advise travelling at a low speed and with due care and attention, as there may be children and their families walking, scooting, wheeling or cycling in the carriageway.

Resident Parking Zones

Residents' Parking Zones (RPZs) and School Streets operate independently and have different purposes and permit requirements.

A RPZ permit authorises a vehicle to be **parked** within a designated zone but does **not** permit access to or through a School Street restriction during its operational hours. Where a property is located within both an RPZ and a School Street, residents and other road users must hold **both** a valid RPZ permit (to park) and a School Street permit (to access the street during restricted times).

Similarly, a School Street permit allows **access** to the street during restriction hours but does not provide permission to park within an RPZ. School Street permit holders must ensure their vehicle is authorised for parking under RPZ rules for the duration of their stay.

School Street permits are issued only to vehicles registered at eligible addresses within the School Street and will not be granted to residents who live outside the School Street, even if they hold an RPZ permit for that area.

A School Street Permit will not be issued to visitors who plan on using a visitor's parking permit or visitor scratch card in RPZs that fall within a School Street, unless they meet the School Street Permit Criteria.

The School Street permit does not entitle the driver of the vehicle to park in contravention of existing parking restrictions such as school keep clear zig zags, single yellow lines and double yellow lines. These restrictions can still be enforced when the School Street is in operation.

People who receive a PCN for contravention of the relevant TRO in respect of the School Street may appeal to the Council. The Council will consider such appeals on a case-by-case basis against the criteria in this policy.

7. Criteria for School Street access

General Exemptions

The following are automatically exempt from being issued with a School Street PCN, when there is an operational need to access the road during the restriction period:

- fire and rescue authority
- ambulance
- providing a response to an emergency at the request of an NHS ambulance service
- bomb or explosive disposal
- special forces
- police
- National Crime Agency

- A vehicle being used by or on behalf of a statutory undertaker in pursuance of a statutory power or duty where the observance of one or more provision of the Moving Traffic Order 2022 would be likely to hinder the use of that vehicle for the purpose for which it is being used.
- A vehicle being used by or on behalf of the Council in pursuance of a statutory power or duty where the observance of one or more provision of the Moving Traffic Order 2022 would be likely to hinder the use of that vehicle for the purpose for which it is being used.
- The vehicle is complying with a direction of a Police Officer in uniform or a Civil Enforcement Officer.
- The vehicle is being used in accordance with a waiver issued in writing by the Council which exempts that vehicle from one or more provisions of the Moving Traffic Order 2022 provided that any terms and conditions specified are complied with.

- The vehicle has undertaken a movement or action which would otherwise be in contravention of the Moving Traffic Order 2022 due to circumstances beyond the drivers control or in order to prevent a collision..

School Street Permit Criteria

There are two types of School Street TROs – Pedestrian/Cycle Only Zone and a Bus Gate. In general, permits will not be issued for vehicles transiting through the School Street; they must have a genuine reason that meets the criteria below, such as accessing a property within the School Street.

The following criteria for a School Street permit for a vehicle applies to School Streets that operate under a Pedestrian/Cycle Only Zone TRO (Sites detailed in **Appendix 1**):

1. Residents who live within the School Street. The vehicle must be registered or insured at an address within the School Street.
2. Authorised school staff and school support staff requiring access to a school car park or Residents' Parking Zone (RPZ) within a School Street, for which they hold a valid permit, and school service vehicles (e.g. minibuses or coaches hired by the school), may be eligible for a School Street permit.

Applications may be made only by the relevant school. School Street Permits will be issued solely for vehicles used by staff and support staff to access permitted parking facilities. Where evidence is obtained of such vehicles parking on the School Street itself where a school car park is present, the permit may be revoked.

School support staff includes people such as after-school club staff, school nurses, agency staff and specialist teachers who require access to the school car park during School Street hours.

For infrequent visitors (i.e. OFSTED), the school must apply in advance so a permit can be issued. A permit may be granted at the discretion of SCC in exceptional circumstances, such as temporary mobility injury and safeguarding concerns.

3. School Travel Service transport contracted by a Local Authority that is picking up or dropping off a pupil at a property within the School Street or servicing the affected school. The number plate provided by the contract operator to the School Travel Service will be added to the permitted vehicles list for the School Street that vehicle will be accessing. The PHV/taxi operator is responsible for ensuring that the vehicle

numberplate, that is being used on the contracted route, is kept up to date.

4. Staff working at businesses within the School Street. The business must provide evidence of the person working at the business.
5. Medical practitioners, district nurses and support workers attending a property within the School Street. This includes Dial-a-ride or a hospital/patient transportation vehicle that is collecting or dropping off a resident at an address within the School Street.
6. Carers - both NHS/GP registered carers and unpaid carers requiring access to a property within the School Street, providing suitable evidence of a duty of medical care is shown. This could be in the form of a letter from the resident's GP or a medical professional.

A carer is anyone, including children and adults who looks after a family member, partner or friend who needs help because of their illness, frailty, disability, a mental health problem or an addiction and cannot cope without their support.

7. Blue Badge holders who provide proof they require access to the street during the specified times. A permit will not be issued for transit through a School Street by a Blue Badge holder.

Residents living within a School Street who hold a Blue Badge and are being transported to or from their property, in a vehicle not registered to them, may apply for a permit for the transporting vehicle. Applicants must provide a copy of their Blue Badge and proof of their address, along with details of the transporting vehicle and owner.

For parents/carers with a Blue Badge or a child with a Blue Badge, the Council will first work with the school to ascertain whether another entrance can be used that doesn't require a School Streets permit.

8. Vehicles used by the Universal Postal Services Provider defined in the Postal Services Act 2011 to collect and deliver postal packets (letters and parcels) from within the School Street. The current and only Universal Postal Services Provider is Royal Mail.

9. Local buses operating registered public bus routes through the School Street and buses on contracted school/college routes where access to the School Street is required for the undertaking of that service.

The following criteria for a permit for a vehicle applies to School Streets that operate under a Bus Gate TRO (Sites detailed in **Appendix 2**):

1. All of the above general exemptions and permit holders.
2. Local buses operating registered public bus routes to or through the School Street and buses on contracted school/college routes.
3. Taxis and Private Hire Vehicles (PHV) licensed by Southampton City Council. Taxi/PHV drivers should not enter the bus gate to drop off or pick up their own children or for other personal business.
4. Between the hours of 07:00 – 09:30, taxis and PHVs licenced by a local authority other than Southampton City Council, providing they meet the criteria specified in Schedule B of the Moving Traffic Order 2022.

Exceptional criteria for a School Streets permit that may be considered at the discretion of SCC

There may be some circumstances whereby access is needed and is not covered by the above criteria. SCC will consider these on an exceptional case by case basis, pending receipt of an application or an appeal (in the case of emergency works set out below) with supporting evidence.

- Emergency works at a residential, commercial or school property requiring immediate resolution, such as; a gas leak, flooding, broken boiler, and structural failure. No permits will be issued before works; instead, the vehicle's owner must appeal this after the PCN has been issued and provide satisfactory evidence of the emergency nature of the works.

Vehicles and people not eligible for a School Streets permit

The following are not eligible for exemption (unless they meet the criteria set out above) and will be liable to a PCN if they enter the School Street during the operational times:

- Visitors - Visitors will not be granted exemptions or permits for their vehicle to be driven into the School Street during operational hours. Instead, residents and businesses are expected to let planned visitors to their street know about the School Street so that they can make suitable transport arrangements. It is advised that any planned visitor either chooses to walk or cycle their journey, park their car in a nearby street and walk the short distance to the school/property, or arrive outside of the hours of the School Street.
- Trade Workers – those who are not on an emergency call out.
- Taxis and Private Hire Vehicles - unless operating on a School Travel Service route contracted by a Local Authority to collect/drop off a child at a property or the school within the School Street, or when transporting a Blue Badge Holder to a property within the School Street (evidence will need to be provided by the licensed operator).
- Deliveries – Grocery, business and home deliveries should be timed to avoid operational times. Our School Streets are small and therefore, during operational times, delivery personnel can make the last part of the journey on foot. If this isn't possible, then it's the resident's responsibility to ensure the delivery company are aware and retime their delivery outside of the operational hours of the School Street.
- All other vehicles unless they meet the criteria for a School Street permit.

8. Permit Costs

There is no charge for the application or issuing of the School Streets Permit.

9. How to apply for a School Streets permit

A School Street Permit can be applied online at <https://www.southampton.gov.uk/travel-transport/apply-pay/moving-traffic-area/>

Where a resident or business cannot access the online form, or needs to be provided in an alternative format (e.g. large print, Braille, audio, language other than English etc.), please contact the Moving Traffic Enforcement Team at Southampton City Council by phone, email or post.

Address	Moving Traffic Enforcement Team, Transport and Planning, Southampton City Council, Civic Centre, Southampton, SO14 7LY
Email	MTE@southampton.gov.uk
Phone	023 8083 3008

SCC aims to process applications within 5 working days. All applications for permits must be made at least 5 working days in advance of when the permit will be required from. Until an email from the Council has been received by the applicant to confirm a successful application, the applicant must not enter the School Street area. Entering a School Street without a valid permit will lead to a PCN being issued.

Supporting evidence to show how the School Streets Permits and Access criteria has been met must accompany the application. Details of what evidence SCC will accept is shown in the table below:

Type of evidence	Documents
Proof of vehicle registration at a property within the School Street	The Council will accept one of the following to prove that that the applicant is the user of the vehicle at the address being applied for. Documentation must clearly show the applicant's name, address and vehicle registration. Applicants can provide one of the following documents: • Front cover of the vehicle registration document (V5C). • For company cars - a signed and dated letter of authorisation from their employer on company headed paper, confirming that the applicant is the main driver. • Long-term lease agreement. • New keeper supplement. • Sales invoice. • Lease agreement registered to the applicant's employer.

Proof of employment for employees working at a business located within the School Street	• A signed letter on company headed paper from a manager confirming who the employee works for, their work email address (where applicable), vehicle registration mark.
Proof of medical practitioners, district nurses, and support workers who requiring access to a property or the school	A signed letter on organisation or company headed paper from a manager confirming: • the email address of the manager and employee (where applicable) • who the employee works for and their role • The employee's vehicle registration mark • purpose of the visit(s) including which property they will be visiting.
Proof of a NHS/GP registered carer or unpaid carer	The Council will require the resident applying for a permit for a carer to access the School Street to detail the carer's; • full name • email address • vehicle registration mark (numberplate), In addition to this information, the Council will require one of the following documents to be provided as evidence of a need for care: • A letter on headed paper from a NHS professional or a GP confirming a carer is required to support a resident with their; illness, frailty, disability, mental health problem or an addiction and cannot cope without their support. • Proof of carers allowance (if being claimed)
Proof of a Blue Badge Holder requiring access to a property within the School Street	• A photograph of the front and back of the Blue Badge • Address of the property the applicant wishes to access
Proof of required transportation of a resident with a Blue Badge to/from their property within the School Street	• A photograph of the front and back of the Blue Badge • Proof of address within the School Street • Details of the transporting vehicle (vehicle registration mark) • Details of the vehicle owner (full name and email address)

In some cases, Southampton City Council may request further information from an applicant to be able to process their School Streets Permit application. This may require the applicant to provide proof of address.

Proof of address

The Council will accept the one of the following documents as proof of address within the School Street. It needs to clearly show the applicant's name and address.

- A utility bill or financial statement dated within the last three months.
- A Council Tax document for the current tax year.
- A fully signed, termed tenancy agreement. We only require the pages that show the tenant names, property address, tenancy term dates and signatures.
- A driving licence
- An official letter from an organisation such as HRMC, NHS, benefits agency, or the local council - dated within the last three months.
- A payslip dated within the last three months.

GDPR statement

As a Local Authority, Southampton City Council (SCC) must meet its contractual, statutory, and administrative obligations. We are committed to ensuring that the personal data of our residents and service users is handled in accordance with the data protection principles. Please visit <https://www.southampton.gov.uk/contact-us/privacy-cookies/privacy-policy/> to find out about how we collect, process, store and retain your data.

Data processors are third parties who provide certain parts of our services for us. We have contracts in place with them and they cannot do anything with your personal information unless we have instructed them to do so. Our current data processors for School Street permit applications is Verint System. Their privacy notice can be read by visiting the following webpage - <https://www.verint.com/our-company/legal-documents/global-privacy-notice/>

10. Misuse and withdrawal of School Street Permits

With reference to the Moving Traffic Restrictions 2022 Order and Part Seven – Permits, Southampton City Council may withdraw a permit if it is being misused.

- Schools, the public and all stakeholders are expected to comply with the exemption processes in place to help ensure the effective operation of the School Street and improve the safety of the people walking, cycling and wheeling within the School Street.
- If it is found that an application for a permit has been made on a false premise, the Council reserves the right to withdraw the School Street Permit and consider a prosecution for fraud.
- Similarly, if it is found that a permit has been knowingly misused, i.e., not for its intended purpose, the Council reserves the right to withdraw the School Street permit and consider a prosecution for fraud.

In the event of misuse of a permit, a warning letter will be sent to the permit holder advising them of the incident(s) and to make alternative arrangements for accessing a property within the School Street. If the misuse of the permit continues, a letter detailing the new incident(s) will be sent to the permit holder to advise that the permit will be cancelled 14 days after the date of issue on the letter.

Section 7.11 of the Moving Traffic Restriction 2022 Order states ‘the Council may serve notice of the withdrawal of a permit in writing to the permit holder at the address given on the application or at any other address believed to be the permit holders residence or place of business; on receipt of this notice the Permit holder must surrender the Permit to the Council within 14 days’. School Street permits are digital, so the permit will cease to be valid 14 days after the date of issue on the letter.

If the permit holder wishes to appeal the decision, they must write to Southampton City Council via email or post to the relevant address listed in Section 11. A Service Manager will review the appeal, and a final decision will be made within 10 working days of the appeal being made. If the appeal is successful, a new permit application will need to be made.

Should SCC amend the Traffic Regulation Order and remove any criteria on which a permit in respect of a vehicle has been issued, the School Street permit will remain in effect until it expires. The person who applied for the School Street permit in respect of such vehicle will be informed via email and letter.

Document Updated – June 2026

Appendix 1 – School Street Permit Numbers (Pedestrian and Cycle Only Zones TRO)

Permit Holder No.	School name	Road	Extent
SS 01	Shirley Junior School	Bellemoor Road	From its junction with St James Road to its junction with Wilton Road. Including Morland Road and Shayer Road.
SS 02	Freemantle C of E Community Academy		From its junction with Queenstown Road to its junction with Waterloo Road
SS 03	Mansbridge Primary School	Octavia Road	From its junction with Mansbridge Road to its junction with Robert Cecil Avenue. Including Gilbury Close.
SS 04	Mansel Park Primary School	Porlock Road	From its junction with Cromer Road to its junction with Canford Close
SS 05	Regent's Park Community College	Richville Road	From its junction with Oakley Rd to 41 Richville Road
SS 06	St Mark's C of E School	Stafford Road	From its junction with Howard Road to its junction with and including Western District Cut
SS 07	Valentine Primary School and Nursery	Valentine Avenue	From its junction with Botley Road to Elgar Road
SS 08	Wordsworth Primary School	Victor Street	From its junction with Anglesea Road to Crown Street
SS 09	Shirley Warren Primary School and Nursery	Warren Crescent	From its junction with Bracken Lane to 114A Warren Crescent. Including Stoke Road.
SS 10	Shirley Infant School	Wilton Road	From its junction with Bellemoor Road to its junction with Winchester Road. Including Queen's Road
SS 11	Bitterne CE Primary School	Brownlow Avenue	From its junction with Redlands Drive to its junction with Peartree Avenue
SS 13	Bitterne Park School	Dimond Road	From its junction with Newtown Road to its junction with Ash Tree Road
SS 14	Foundry Lane Primary School	English Road	From its junction with Imperial Avenue to its junction with Foundry Lane
SS 15	Moorlands Primary School	Kesteven Way	From its junction with Rutland Way and Aberdour Close eastwards for its remaining length
SS 16	Hightown Primary School and Nursery	Tunstall Road	From the western property boundary of No.81 Tunstall Road east to its junction with Hightown Primary School
SS 17	St Monica Primary School	St Monica Road	From its junction with Bay Road to its junction with South East Road. Including Maxwell Road.
-	St John's Primary School (Bollards used)	French Street	From 23m south of its junction with Castle Way southwards to 1m south of the extended northern boundary of 6 Bugle Street

			From its junction with Castle Way southwards for 23m
-	St Mary's CE Primary School (Bollards used)	Golden Grove	From the southern kerbline of St Mary's C.E. Primary School car park southwards for 67m

Appendix 2 – School Streets (Bus Only Street or Bus Gate TRO)

School name	Road	Extent
Cantell School	Violet Road	From its junction with Copperfield Road to its junction with Primrose Road
Bassett Green Primary School	Honeysuckle Road	From its junction with Daisy Road to its junction with Lilac Road