

# Melton Borough Council Internal Parking Policy

## 2nd Draft June 2011 – V3

Melton Borough Council's car parking policy seeks to clarify the regulations and restrictions for the benefit of our staff, partners and visitors.

The policy has taken into consideration the views of staff and partners through the operational Green Travel Group and travel survey. Whilst currently in draft format the policy will go through the normal consultation with staff for final approval by the Council Business Development Sub-Committee and PF and A Committee.

It is intended that the implementation of this policy will be in line with the occupation of Parkside. The policy will be developed and reviewed over time.

### **Why have a Car Parking Policy?**

Parkside, like all new builds has restrictions on the amount of parking available to the building users in line with current planning policies. The main focus of the policy is to reduce the amount of cars travelling to the site, to promote alternative greener and healthy travel options hence reducing the demand for car parking and reduce CO2 emissions. The policy will aim to ensure there is fair, equitable and orderly access to the authorities car parks for staff, partners and visitors to Melton Borough Council's sites. The policy is linked to the Green Travel Plan which includes targets for reducing carbon emissions from car travel.

### **Basic Principles**

Car parking charges, where applied, will cover the operational cost of administering the policy and the scheme, seek to incentivise reduced car travel and improve our car parks.

Allocation of a parking permit does not provide for a reserved space. The permit will give permission to access and seek for a space but does not guarantee a space will be available. The allocations will however be regularly reviewed to ensure that under or over occupancy issues are minimised.

Provision of unlimited car parking is detrimental to the environment in that it encourages car travel as a means of commuting to work.

The policy will aim to be fair and equitable for all occupiers of Melton Borough Council buildings.

## Car Parking Provision

Car parking is available at the following locations:

Locations	Number of spaces	Special arrangements
Parkside	70-80	Short stay & car share only
Burton Road	150 - 260	Long stay
Mill Street	45	Long stay
Thorpe End	45	Long stay
Scalford Road	199	Free " Park and Stride" staff and partners except on a Tuesday
Nottingham Road		Long stay
Waterfield Pool	78	Short stay pay and display
St Mays Way	127	Short stay pay and display
Chapel Street	83	Short stay pay and display
Wilton Road	151	Short stay pay and display

Workers who intend to travel by car and not use any of the parking provisions provided are reminded that MBC and the Partner organisations are an integral part of the community and keen to maintain positive relationships with local residents. Individuals who park in residential roads are urged to demonstrate consideration and courtesy for residents, pedestrians and other road users. The Council will not condone inconsiderate, illegal or dangerous parking.

## Staff Parking (MBC and Partners)

The council recognises that many workers wish to use their own transport to travel to work for various reasons including mobility difficulties and convenience. However the Council is unable to provide sufficient parking for all those workers that choose to travel by car. It is recognized that some staff require their cars to fulfill their work duties.

Workers are encouraged to use sustainable transport such as bicycles or public transport to get to work and to reduce the number of cars moving between sites by sharing transport whenever possible.

### Permits

Workers will be eligible for a MBC permit if they are:

Staff employed by MBC

Staff employed by a partner organisation and based at Parkside

Agency workers or contractors working for more than 4 weeks

Visiting agencies based occasionally on site.

All workers will be required to register on the “jambuster” data base in order to be issued with a permit.

One permit will be issued per individual. Vehicle registration numbers will be printed on permits and will be interchangeable between vehicles.

The initial permit will be free of charge however any lost, stolen or damaged permits that required replacing will incur a £5.00 charge towards administration costs.

It is the responsibility of the individual to update “jambuster” and notify MBC of changes to details including change of car or change of name.

Workers are required to display their valid car parking permit at all times while parked on Council property during working hours.

The use of photocopied or forged permits is prohibited and MBC will treat such acts as fraud which could lead to disciplinary action.

Where an individual is found to be in breach of the policy at any time they may have their permit and therefore access to parking removed for either a limited period or permanently subject to an appropriate review.

### **Access to Parkside**

The Parkside car park is available for staff use Monday to Friday. On Saturday the car park operates a pay and display scheme and public parking rates will apply.

Parkside car park has been designated for short stay and car share use only with limited provision for visitors to the Customer Service centre, disabled users and parent and child provision.

Short stay at Parkside is 1 ½ hours with out charge.

Individuals are required to swipe their identification card at the barrier to access and egress the car park. Swiping the card on entry will register the entry time and only allow egress from the car park for up to 90 mins.

Car sharers are required to display at least two parking permits on the car in order to remain parked at the site for an unlimited period free of charge.

Car sharers are required to log in at reception with the registration details of the vehicle parked and worker sharing. On departure they will be issued with a pin number by reception to use at the barrier in order to exit the car park.

Workers who stay over 90 mins will not be able to exit the car park. In these circumstances they should obtain a pin number from reception to use at the

barrier before they exit the building. Failure to do so may result in a queue at the barrier and cause an inconvenience to other car park users.

Reception will monitor the allocation of pin numbers and report workers who have obtained a number on more than three occasions and therefore overstayed. Repeated failure to comply with the time restraint may result in access to Parkside parking being removed.

### **Park and Stride**

The Park and Stride scheme operates from Scalford Road car park Monday, Wednesday, Thursday and Friday.

Parking at Scalford Road is free of charge (except Tuesdays) while the scheme is in operation and subject to displaying a valid parking permit.

### **Long stay car parks**

Workers with a parking permit are entitled to purchase books of parking tickets which are valid for MBC long stay car parks only.

The cost is equivalent to the normal charge for a weekly season ticket

Parking tickets are available in books of 10 x full day tickets or 20 x half day tickets. Books cost £10.00 and are available to purchase by deduction from net pay (MBC employees only) or by cheque.

Parking tickets need to be marked to indicate the date that it is in use and displayed on the front of the car with a valid parking permit. Failure to display both the correct ticket and valid permit may result in enforcement action.

Parking tickets are only for single use only. A half day ticket is valid between 7.00 am and 12.30 pm or 12.30 pm and 6.00pm. Two half day tickets are required to park for a full day.

Overstaying a half day ticket may result in enforcement action.

Long stay car parks are monitored by Civil Enforcement Officers. MBC does not accept any responsibility for enforcement action taken against individuals as a result on non compliance of the parking policy.

### **Short stay car parks**

Workers who choose to park in a short stay car park will be required to pay normal short stay rates and pay and display.

The MBC permit scheme and pre paid parking tickets are not valid in short stay car parks. Failure to display the correct pay and display ticket may result in enforcement action being taken.

## **Visitor Parking**

Parkside will not provide parking for business visitors to the site. Visitors should be made aware of the public car parks available in the town centre and the associated charges.

Arrangements will be made for the issue of temporary parking permits for eligible visitors subject to them meeting the criteria as set out by the Green Travel Group in consultation with staff and partners.

Visits by members of the public accessing services will have access to free parking at Parkside for the duration of their visit. Access to and from the car park will be via an intercom system linked to the main reception.

## **Disabled Parking**

Parking spaces are designated for blue badge holders who require the use of a car.

Workers with a temporary mobility issue may apply to the Green Travel Team for a temporary permit allowing unlimited access to Parkside with support from the individuals Line Manager. Application should be made in writing stating the nature of the mobility issue and the expected duration.

## **Crime Prevention**

All vehicles are parked on the Council sites at the owners risk and Melton Borough Council accepts no liability for the safety and security of such vehicles.

To help maintain a safe environment the authority would encourage the immediate reporting of any suspicious persons or incidents.

## **Parking Restrictions**

Workers will be expected to observe the Councils parking restrictions. Failure to do so may result in management action being taken or, depending of the nature of the offence, a penalty charge notice including a fee.

Examples include:

Parking without a valid permit

Causing an obstruction  
 Parking on double or crosshatched yellow lines  
 Parking in spaces designated for blue badge and temporary mobility issues without a valid permit.  
 Exceeding the stipulated parking time.

This list is not exhaustive and may be amended to take certain situations into consideration.

## Parking Enforcement

Public car parks are monitored by Civil Enforcement Officers with the authority to issue Penalty Charge Notices to motor vehicles parked in contravention of the parking regulations.

The following Penalty charges currently apply in all MBC public car parks

Item	Charge
Overstaying parking time for which payment has been made	£50.00
Parking in a bay marked for disabled persons without displaying the requisite Blue Badge	£70.00
Parking other than in a marked bay	£50.00
Parking without displaying a valid ticket	£50.00

All of the above charges are reduced by 50% if paid within 14 days. If no payment is made within 28 days of the serving of a Penalty Charge Notice the Council may issue a Charge Certificate in accordance with the provisions of Regulation 21 of The Civil Enforcement of Parking Contraventions (Guidelines on Levels of Charges) (England) Order 2007, or any amendment or re-enactment thereof.

Parkside car parking will be monitored and regulated by Facilities Management Team in Central Services in partnership with the Green Travel Team and Communications.

## Parking Appeals

Appeals against a Penalty Charge Notice should be made directly to Leicestershire County Council.

Any management action taken in relation to abuse of this policy will be subject to an appeal to the Head of Communications or Central Services.

## Additional Information

MBC Green Travel Plan  
 Jambusters Car Share Scheme  
 Park and Stride

MBC car park information - [www.melton.gov.uk/transport and streets/parking](http://www.melton.gov.uk/transport%20and%20streets/parking)  
Car Parking – FAQ's