

Staff Parking Tickets

1. These are available in books of 10 x full day tickets or 20 x half day tickets. Books cost £16.00 and are available to purchase on the Melton Borough Council Home Page website 'pay it on line'.
2. Staff parking tickets can be collected on Monday to Thursday during normal working hours from the 1st floor, Central Services Admin area. Please purchase a couple of days before collection to ensure your tickets are ready..
3. Parking tickets need to be marked in pen 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 marked ticket and valid permit may result in enforcement or disciplinary action as appropriate.
4. Parking tickets are only for single use only. A half day ticket is valid for five hours. Two half day tickets are required to park for a full day.
5. Overstaying a half day ticket may result in enforcement or disciplinary action as appropriate.
6. Staff are encouraged to use their permits and tickets in the railway sidings car park especially at busy times as this will free up the long stay car parks for members of the public and visitors to the town. Access to the sidings is from the railway station and through the barrier which will be activated by the staff swipe card.

Car Parking Discount Arrangements and Salary Sacrifice

7. Apprenticeships, volunteers including people not being paid the living wage may park free on the sidings car park. Eligible staff must apply for a concessionary permit and display it at all times.
 - Band 5 to 8 = 50% discount
 - Band 9 and above = no discount (£1.60 per day 80p half day)
 - Following this report a discounted scheme was agreed as outlined above
8. Salary Sacrifice – Staff may purchase car parking tickets through the salary sacrifice scheme. This means you may be able to purchase tickets at a cheaper rate due to tax benefits. For further information contact Central Services Administration.