



Internal Parking Policy

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Version No	Version Date	Author	Summary of Changes
1.0	2010	Sarah-Jane O'Connor	First Issue
1.1	2014	JSWG	Amendments
1.2	2016	Angela Roberts	2 year review

Approvals

Name	Title	Date of Approval	Version No
Angela Tebbutt	JSWG	Nov 2014	1.1
Angela Roberts	Delegated responsibility	Aug 2016	1.2

Distribution

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Q Drive	Jan 2015	1.1
Q Drive	Sept 2017	1.2
MIKE	Sept 2016	1.2

1.0 Internal Parking Policy

- 1.1 Melton Borough Council's internal car parking policy seeks to clarify the regulations and restrictions for the benefit of our staff, partners and visitors..
- 1.2 The policy was originally introduced in 2011.
- 1.3 The policy will be developed and reviewed over time. The last review was August 2016.

2.0 Why have a Car Parking Policy?

- 2.1 Parkside has restrictions on the amount of parking available to the building users in line with current planning policies. The policy aims to ensure there is fair, equitable and orderly access to the authority's 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.

3.0 Basic Principles

- 3.1 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
- 3.2 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.
- 3.3 Provision of unlimited car parking is detrimental to the environment in that it encourages car travel as a means of commuting to work.
- 3.4 The policy will, as far as possible, aim to be fair and equitable for all occupiers of Melton Borough Council buildings.

4.0 Car Parking Provision

- 4.1 Car parking for staff is available at the following locations:
 - Parkside
 - Burton Street
 - Mill Street
 - Scalford Road
 - The Railway Sidings (rear of Parkside)

A permit and ticket must both be displayed, with the exception of Parkside where a permit only is required.

- 4.2 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.

5.0 Staff Parking (MBC and Partners)

- 5.1 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 recognised that some staff require their cars to fulfil their work duties.
- 5.2 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.

5.3 Permits

5.3.1 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.
- Leicestershire County Council staff use their own parking permits

5.3.2 All workers are required to register their vehicles with Central Services Admin, on the first floor of Parkside.

5.3.3 One permit will be issued per individual and may contain more than one registration number. Vehicle registration numbers will be printed on permits and will be interchangeable between vehicles.

5.3.4 Permits will not be issued to individuals without a car.

5.3.5 The initial permit will be free of charge however any lost, stolen or damaged permits that require replacing will incur a £5.00 charge towards administration costs. Permits permanently damaged through normal wear and tear will be replaced free of charge.

5.3.6 It is the responsibility of the individual to notify Central Services Admin of changes to details including change of car or change of name.

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

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

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

5.4 Access to Parkside

5.4.1 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.

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

5.4.3 Short stay at Parkside is up to maximum of 3 hours without charge.

5.4.4 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 and exit time and monitor egress after 3 hours.

5.4.5 Duration of stays in the car park will be monitored. Repeated failure to comply with the time restraint may result in access to Parkside parking being removed,

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and, potentially, disciplinary action being taken

5.4.6 Officers attending evening meetings are entitled to park free of charge in the Parkside car park whilst displaying a parking permit.

5.4.7 Car Sharing - Car sharing is encouraged.

- Car sharers will not be required to purchase tickets.
- Staff who choose to car share must display two MBC permits and should park in the Sidings car park. Only the driver of the car should swipe in and out at the barrier.
- There must be two people in the car at the time is parked.
- The misuse of this facility may result in disciplinary action.

5.5 Park and Stride- Scalford Road Car Park

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

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

5.5.3 On Tuesdays, staff may park in the Scalford Road car park but must display a permit and a ticket. Failure to do so may result in the issue of a penalty charge notice.

5.6 Long stay car parks and the Railway Sidings

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

5.7 Short Stay Car Parks

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

5.7.2 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.

6.0 Visitor Parking

6.1 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.

6.2 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

6.3 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 is via an intercom system linked to the main reception.

7.0 Disabled Parking

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

7.2 Workers with a temporary mobility issue may apply to the Communications Manager for a temporary permit allowing unlimited access to

7.3 Parkside with support from the individuals Line Manager. Application should be

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made in writing stating the nature of the mobility issue and the expected duration.

8.0 **Crime Prevention**

8.1 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

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

9.0 **Parking Restrictions**

9.1 Staff will be expected to observe the Councils parking restrictions. Failure to do so may result in disciplinary 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 not within the marked bay
- Parking in spaces designated for blue badge and temporary mobility issues without a valid permit
- Exceeding the stipulated parking time
- Fraudulent use of parking tickets

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

10.0 **Parking Enforcement**

10.1 Long stay 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

- Enforcement on the long stay car parks will be dealt with through the same enforcement arrangements as for the public and penalty charge notices may be issued where the rules are breached.
- MBC does not accept any responsibility for enforcement action taken against individuals as a result on non-compliance of the parking policy

10.2 The sidings car park is not enforced by Civil Enforcement Officers but not complying with the rules(including where permits are not displayed) may result in disciplinary action and/or the removal of access to the sidings car park

10.3 **Parkside car parking will be monitored and regulated by Council staff.**

11.0 **Parking Appeals**

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

Any disciplinary action taken in relation to abuse of this policy will be dealt with under the disciplinary procedure.

Additional Information

Staff Parking tickets and discount scheme Appendix 1