

Babergh District Council

Parking Permit Policy and Procedures

AUGUST 2011 (V2)

1 Introduction

This Parking Permit Policy and Procedures document gives guidance on the processes involved in the issue of Parking Permits for use in Babergh District Council's three long stay car parks: -

Magdalen Road Long Stay Car Park, Hadleigh
Station Road Car Park, Sudbury
The Station Car Park, Sudbury

2 Use of Parking Permits

- 2.1 All permits will be interchangeable between the three long stay car parks within the district.
- 2.2 Permits are specific to a single vehicle and are not transferable to other vehicles. If a permit holder changes vehicle, then they may apply for a replacement permit subject to an administration fee (£10) as detailed in section 7.
- 2.3 Possession and display of a valid permit does not guarantee that a space in the car park will be available to the holder at any time. There are no bays reserved for permit holders. The maximum numbers of permits per car park are detailed in section 12.1.
- 2.4 Payment for a car parking permit covers daily charges that would apply if a ticket were to be purchased on each day parking takes place.
- 2.5 Cars parked in the long stay car parks displaying a valid parking permit or a purchased tickets (for the duration of parking required) may park for the full term of parking restricted hours and up to a maximum stay of 72 hours, but must thereafter leave the car park for a minimum of 4 hours (within car park restricted hours ie 8am to 5pm Monday to Saturday) before returning.

3 Applications for Parking Permits

- 3.1 Applications will need to be submitted on a parking permit application form, indicating which car park the application is being made for. All details required by the application form must be provided or the application will be rejected. All applications received will be added to the waiting list in order of the date received if the car park requested has met full capacity of availability of permits.
- 3.2 All applications for parking permits are to be received in hard copy only (emailed forms will not be accepted)
- 3.3 Applications are limited to one per person or business.
- 3.4 Applications are limited to one per vehicle registration number.

4 Costs and Benefits

- 4.1 The current cost of a parking permit is £250 per annum, or £70 per quarter or £25 per month, which will provide discounts in the region of 36%/28%/23% respectively on the full parking charge based on 5 days per week usage. The charge set shall be subject to review by the Council on a regular basis.

5 Permitted Vehicles

- 5.1 Parking Permits will only be issued in respect of a motorcar, motorcycle or light goods vehicle (see the Order for definitions of these vehicles). Permits will not be issued in respect of any other class of vehicles including caravans or trailers.

6 Issue of and Payment for Parking Permits

- 6.1 Permits will be issued for a period of 12 months (annual), 3 months (quarterly) or 1 month (monthly) and will be subject to an annual/quarterly/monthly charge payable before issue of permit. All permits will be interchangeable between the three long stay car parks within the district.
- 6.2 All applications including postal and annual renewals will only be accepted where they are supported by original documentation.
- 6.3 A full copy of this document (Parking Permit Policy and Procedures) will be provided with each application form for a permit. The document is also available to download from Babergh District Council website at www.babergh.gov.uk/babergh/CarPark
- 6.4 Applicants will be notified if they are successful in achieving a Car Parking Permit. Upon Notification that a Car Parking permit has been allocated, payment must be received within 10 days from the applicant, made payable to Babergh District Council and sent to the: **Car Parking Section, Babergh District Council, Council Offices, Corks Lane, Hadleigh, Ipswich IP7 6SJ** or for card payments by **telephone 01473 826622** during office hours (Monday to Friday 9am to 5pm). Payment funds are to be cleared by the bank before the Car Parking Permit will be posted out to the Permit holder. A receipt for payment will be sent with the permit if requested.
- 6.5 Payment for Parking Permits will be by cheque, cash, debit or credit card (no additional charge will be made for payment by credit card). Payment will be requested at the time that a parking permit is provisionally allocated. If payment is not received within 10 days of notification the permit will not be issued, but allocated to the next person on the waiting list.
- 6.6 No refunds will be given if the permit is no longer required / surrendered during the life (from the start date to the expiry date) of the permit.

7 Duplicate / Replacement Permits

- 7.1 If a Parking Permit is mutilated or defaced or the figures or particulars on it have become illegible or the colour of the Parking Permit has become altered by fading or otherwise, the permit holder shall surrender it to the Council and may then apply to the Council for the issue of a duplicate permit.
- 7.2 If a Parking Permit is lost or destroyed, the permit holder may apply to the Council for the issue of a duplicate permit.
- 7.3 If a permit holder changes their Vehicle, then on surrender of their existing Parking Permit to the Council, the permit holder may apply to the Council for the issue of a replacement permit
- 7.4 Any Parking Permit issued by virtue of the provisions of Articles 44, 45 or 46 of the Order shall be marked as a duplicate or a replacement as the case may be, and upon the issue of a duplicate or replacement Parking Permit the Parking Permit which it duplicates or replaces shall become invalid.
- 7.5 The issue of a duplicate Parking Permit shall be subject to the payment of a £10.00 administration fee by the applicant and the number of duplicate Parking Permits to be issued to a Vehicle or the number of replacement Parking Permits to be issued to a permit holder shall be limited to one per calendar year.
- 7.6 A replacement Parking Permit may be issued on receipt of notification from the applicant giving a valid reason why the replacement is required (e.g. change of vehicle by permit holder). Where a replacement permit is issued the original will be revoked and a charge of £10.00 made to cover the administrative costs involved.
- 7.7 If a permit has been mislaid and is subsequently found after the issue of a replacement, the original Permit must be returned to the issuing office as soon as possible.

8 Renewal of Permits

- 8.1 In the case of all renewals it is the permit holder's responsibility to pay by an identified date (which will be indicated in the cover letter sent out with a parking permit) in order to ensure renewal and thus retention of a permit.
- 8.2 No reminders will be sent to monthly permit holders.
- 8.3 Reminders will be sent to annual and quarterly permit holders one month before expiry of the permit, to prompt the permit holder to renew their permit. If response and payment are not received within 10 working days of the date the reminder was posted, it will be assumed that renewal is not required and the Council will seek to grant a permit to the next person on the waiting list for permits. The permit holder will lose their current permit and will need to reapply for a new permit if they so wish. That new application will be held on the waiting list according to date of receipt.
- 8.4 Monthly pass holders will be advised on issue of their permit of the monthly payment date, which they must meet in order to renew and retain their permit. If payment is not received by the due date, no reminder will be sent and the permit will be offered to the next person on the waiting list. The permit holder will lose their permit and will need to reapply for a new permit if they so wish. That new application will be held on the waiting list according to date of receipt.

9 Display of Permits

- 9.1 All permits must be displayed in a conspicuous position on the vehicle in question in accordance with the Babergh District Council (Off Street Parking Places) Order 2008 as amended. It is suggested that for a motor car or light goods vehicle that this is on the inside surface of the windscreen in the holder provided while in the case of a motorcycle the suggested location is the tank or a mounted disc holder in front of the rider's seat.

10 Revocation of Permits

- 10.1 The Council, may, by notice in writing served on the permit holder at the address shown by that person on the application for the Parking Permit or at any other address which the Council believes to be that person's residence, withdraw a Parking Permit if it appears to the Council that any of the events set out in Article 42 of this Order has occurred, and the permit holder shall surrender the Parking Permit to the Council within 48 hours of the receipt of the said notice.
- 10.2 A Parking Permit shall cease to be valid on the occurrence of any of the events set out in Article 42 (as listed below) of THE BABERGH DISTRICT COUNCIL (OFF STREET PARKING PLACES) ORDER 2008 AMENDMENT No 2 ORDER 2010 and AMENDMENT No 3 2011
- a. the permit holder ceases to be the owner of a Vehicle of the class in respect of which a Parking Permit was issued;
 - b. the permit holder ceasing to be the owner of the Vehicle in respect of which a Parking Permit was issued;
 - c. the Vehicle in respect of which such Parking Permit was issued being adapted or used in such a manner that it is not a Vehicle of a class specified as permitted in Column 3 of the First Schedule of the Order (as amended) in relation to the identified Parking Place;
 - d. the issue of a duplicate Parking Permit by the Council under the provisions of Article 44 of the Order;
 - e. the issue of a replacement Parking Permit by the Council under the provisions of Article 46 of the Order;
 - f. the expiry of the period for which the Parking Permit was issued;
 - g. a breach of any condition that may from time to time be determined by the Council and is specified on the Parking Permit and/or application form and/or terms and conditions issued with the Parking Permit

- h. repeated failure by the permit holder to display the Parking Permit in accordance with Article 4.2 of the Babergh District Council (Off Street Parking Places) Order 2008 No. 2 Amendment Order 2010 and AMENDMENT No 3 2011.

11 Parking Permits

- 11.1 All reasonable steps will be taken to make car park users aware of their entitlement to apply for permits. The following limitations will then be placed on the issue of Parking Permits:
 - a) Initially only one Parking Permit will be issued per person or business.
 - b) The total number of Parking Permits per car park (as per section 12.1) will not be exceeded
- 11.2 The issue of a parking permit will not guarantee a parking space on entry to the car park.
- 11.3 Issued parking permits will be interchangeable between the three long stay car parks.
- 11.4 Issued parking permits are car registration specific.

12 Total Number of Permits per Car Park

- 12.1 The number of Parking Permits per car park will initially be:
 - 25 in Magdalen Road Long Stay Car Park, Hadleigh (Long stay only)
 - 75 in Station Road Car Park, Sudbury
 - 33 in The Station Car Park, SudburyThese numbers are subject to review in the future.

13 Appeals against Non-issue of Permits

- 13.1 The Council has a right to reject any application and the decision is final, as per Article 42E of THE BABERGH DISTRICT COUNCIL (OFF STREET PARKING PLACES) ORDER 2008 AMENDMENT No 2 ORDER 2010 and AMENDMENT No 3 2011

14 Enforcement

- 14.1 Enforcement of THE BABERGH DISTRICT COUNCIL (OFF STREET PARKING PLACES) ORDER 2008 AMENDMENT No 2 ORDER 2010 and AMENDMENT No 3 2011 will be the responsibility of Babergh District Council.
- 14.2 Failure to comply with Babergh District Council Parking Permit Policy and Procedures may result in revocation of the Parking Permit or a Charge Notice being issued, with a charge of £55 being incurred on each occasion of parking without display of a parking permit or valid purchased parking ticket.



Parking Permit Application Form 2011/2012

Name			
Address			
Post Code		Telephone No.	

Vehicle Registration No.	
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Type of Ticket Required (tick one box only)	Monthly £25	Quarterly £70	Annual £250

Car Park required to use Permit (tick one box only)	The Station Sudbury (next to Sudbury Railway Station)	Station Road Sudbury (next to Kingfisher Swimming Pool)	Magdalen Road Hadleigh

A permit is interchangeable between the three car parks

I confirm that I have read, understood and agree to abide by the Council's Parking Permit Policy and Procedures dated August 2011 as supplied.

Signature:..... Date:.....

Please note that we are unable to issue the Permit if this form is not signed.