

## **Car Parking Policy**

### **Bridgefield House**

The development of Bridgefield House comprises of a block of 98 properties of 1, 2 and 3 bed flats. 67 of the properties are for affordable rent and 31 for shared ownership.

There are 52 parking bays available for 98 properties with no visitor parking. This means that parking spaces need to be managed by Crawley Homes for Crawley Borough Council ("Crawley Homes") in a fair and consistent way. Parking bays will be available on a licence for a weekly licence fee (payable monthly in advance) to cover the cost of administering the scheme.

It has been agreed that the number of parking licences will be issued on a pro rata basis, namely 17 for the shared owner properties and 35 for the affordable rent properties

Crawley Borough Council reserves the right in its absolute discretion to both change the layout of the car park and/or to increase or reduce the number of spaces available.

#### **Entitlement:**

- Parking bay licences will be only be issued to those living in Bridgefield House.
- Only one parking bay licence per property will be issued (however Crawley Homes may issue additional licences in the circumstances set out below).
- Priority will be given to those with a current valid Disabled Parking Badge permit issued by West Sussex County Council.
- Parking bay licences will not be issued to any prospective licensee who has dwelling rent arrears or service charge arrears.

#### **Allocation of licences and waiting list:**

- Connells will be in charge of allocating the 17 shared owner bays as part of their advertising initiative and is at their discretion. Subsequent allocation of these bays will be managed by Crawley Homes.
- Initial preference for licences will go to the two and three bedroom properties, other than Disabled Parking Badge Permit holders.
- Subsequent Licences will be issued on a first come, first served basis and if a parking bay is available priority will be given to those with a valid Disabled Parking Badge permit.
- We will endeavour to maintain the pro rata allocation of licences between the two tenures. However if there are un-licensed available bays within a specific tenure we will licence those on a first come first served basis to the other tenure. If you are given a licence on this basis the licence may be terminated by Crawley Homes to maintain the original pro rata distribution if an application is received from the other tenure.
- If more applicants apply for a parking bay license than there are available parking bays, a waiting list system will be operated and managed by Crawley Homes.
- If a parking bay becomes available and there is a waiting list the next licence issued will be to the next person on the waiting list, maintaining the pro rata allocation where possible unless the parking bay is required for a person with a valid Disabled Parking Badge permit.
- If a person with a valid Disabled Parking Badge permit requests a parking bay and none is available, the council can in its absolute discretion, terminate the licence of any parking bays and allocate one of those bays to a person with a valid Disabled Parking Badge permit. Where possible an alternative parking bay will be offered.

## **Parking**

- Vehicles must only be parked fully within the white lines of a designated parking bay and displaying a valid permit for a specific vehicle for a specific bay to avoid being issued with a penalty Notice.
- Only vehicles with a current MOT, up to date vehicle tax and valid motor insurance can be parked in a designated parking bay with a valid parking bay licence.
- Licences will only be issued for motor cars and small works vans.
- The licensee must observe all rules and regulations which Crawley Homes makes and notifies to the Licensee from time to time governing the use of the Car Park.

## **Changing bays**

- A licensee may, at the Council's absolute discretion, be required to change parking bays including (without limitation) where the Council wishes to allocate the space to a tenant with a valid Disabled Parking Badge permit.

## **Additional Parking Bay**

- If there are any un-licensed bays available, an applicant who has already been granted a licence and still meets the conditions for the grant of a licence, may be allowed to license an additional parking bay in accordance with the waiting list.
- If a valid application for a first licence is made by another resident a licensee of a second parking bay will be required to give up one of their bays. A Notice to terminate the licence will be served to end the second licence.

## **Application**

- An applicant must complete an application form and provide proof of ownership and insurance of a particular vehicle, registered to an address in Bridgefield House, including registration plate, make, model and colour of the vehicle. A permit will then be issued to be clearly displayed in the front windscreen when parked in a specific bay.
- If additional vehicle(s) per household wish to use the same bay, proof of ownership/registration of all vehicles at the address in Bridgefield House must be supplied to Crawley Homes.
- A Direct Debit must be set up for monthly payment in advance as part of the application.

## **Payment**

- Payment is to be paid monthly in advance by Direct Debit.

## **Non-Payment Arrears:**

- Non-payment of the license fee will result in a notice to terminate the licence being served. Once a notice to terminate has been issued for non-payment of the licence fee the vehicle will be subject to Parking Enforcement with Parking Notices and fines if a vehicle continues to be parked anywhere within the car park.

## **Security / Enforcement:**

- Enforcement of the parking bay system will be delegated to a private parking enforcement company.
- Vehicles parked in bays without the appropriate permit and unaccompanied vehicles stopped or parked anywhere in the car park will be subject to Parking Notices and fines issued via a private parking enforcement company.

- The issuing of Notices, appeals, payment and enforcement of non-payment of fines will be undertaken directly by the enforcement company and not Crawley Homes.
- Crawley Homes is not responsible for any damage caused to the licensee's car and/or property whilst parked in the bay.

#### **Misuse of the Bay:**

- If the parking bay is not going to be used for a period of 4 weeks or more you must tell Crawley Homes that the parking bay is not going to be so used and the reason for non-use.

#### **Ending the Licence:**

- Crawley Homes may end the licence:
  - Immediately by giving notice to the licensee if the licensee breaches the terms of the licence agreement
  - The parking bay is required for an applicant who has a valid Disabled Parking Badge permit
  - The Parking Bay is required for the better management of parking in Bridgefield House
  - To utilise its right to change the layout of the car park and/or to increase or reduce the number of spaces available.
- Crawley Homes may end the licence without giving any reason by giving not less than 7 days' written notice to the licensee.
- The licensee can end their licence by giving seven days' notice in writing to Crawley Homes (or less by agreement with Crawley Homes).

#### **Suspending the Licence:**

- Crawley Homes may on giving not less than 7 days' written notice to the licensee temporarily suspend the licence if it considers it necessary or desirable to do so in order to carry out works at or to Bridgefield House, the Car Park or any adjoining or nearby land or building in which the Council has an interest.