

**CAR PARKING POLICY
ADMINISTRATIVE AND CIVIC OFFICES
BRADFORD COURT**

ALLOCATION OF SPACES

The council has determined that car parking will be allocated on the basis of seniority. At present the cut off point is Scale 5, which will be kept under regular review.

CAR PARKING PASSES

It should be noted that authorised staff would receive a pass and identification sticker for their car windows from the Members' Services section. (Sample Attached)

Additional passes, above and beyond the number of designated car parking spaces, have been issued to ensure the maximum use of the Car Park. Staff should be aware however that on some occasions a space might not be available.

Passes issued to staff are personalised and therefore should not be given to other members of staff, for example during annual leave. Any employee leaving the Council's employment must return their car-parking pass to Members Services.

DAYTIME COUNCIL OR COMMITTEE MEETINGS

When a Council or Committee meeting is held during the daytime, additional spaces will be reserved for Councillors. This may mean that some staff may be asked to move their cars at short notice.

ADDITIONAL PARKING

Additional parking provision has been made for staff to use Drumkeen Retail Park and Texas Homecare.

OVERNIGHT PARKING REGULATIONS

Any member of staff wishing to leave their car in the car park overnight must inform security in advance.

Members of the public and visitors are not permitted to leave their vehicles on the premises overnight.

RESERVED PARKING

FRONT CAR PARK RESERVED SPACES

Car parking spaces have been reserved as follows:

The Mayor
The Chief Executive

In addition the following persons will use the front car park

Director of Administration & Civic Services
Director of Finance
Director of Technical Services
Director of Leisure & Community Services
Group Chief Environmental Health Officer

Plus other Staff; Councillors, Security Cars, V.I.P. Guests, Visitors etc.

SPECIAL RESERVED AREAS

Several reserved car parking spaces have been set-aside as follows:

Four disabled spaces at front car park
Five short stay spaces for the public beside Security Lodge
Four short stay Members spaces at front car park
(See car park map for details)

SHORT STAY POLICY

SHORT STAY FOR PUBLIC

The short stay parking spaces have been provided for 'ad hoc' public callers. The maximum duration for parking in this area is (one hour) and the Corps of Commissionaires will monitor this.

VIP/VISITORS CAR PARKING/SECURITY VEHICLES

Additional car parking spaces can be reserved in the front car park for V.I.P. visitor's etc. by contacting the Services Supervisor Mrs E. Rainey at Ext NO. 4514. Security will be notified in advance of this request, and where possible, the name of the guest, car make and registration number should be provided for identification purposes.

REVIEW

The provision of car parking is currently under review and further instructions may be issued.

APPENDICES

Car parking map showing designated areas
List of staff passes issued
Sample car parking stickers