

GUIDELINES ON PARKING & PARKING PERMITS

Authorised Reviewer: Head of Service Management

1. Purpose of Policy

To set out the arrangements for the management of car parking on all land owned or managed by Andium Homes.

2. Introduction

Andium Homes is committed to ensuring that its clients enjoy the best quality of life possible and we recognise that the ability to be able to park close to home is of significant importance to many clients.

Encroachment on the available parking by non-residents can be a nuisance, especially when large, commercial or abandoned vehicles are involved. At the same time, the Company recognises that intensive enforcement of car parking schemes can be perceived as intrusive for residents and is expensive.

It is a general condition of every tenancy agreement entered into by Andium Homes that tenants, their family members and visitors abide by rules established to manage car parking; specifically, all vehicles parked on Andium Homes land must be: roadworthy; insured; and in regular use. Subject the exemptions set out later in this Policy, Commercial Vehicles are not permitted to be parked in shared car parks that are outside of the boundaries of a tenant's individual home.

The Company recognises that people with disabilities need special provision, and will seek, to ensure that there is adequate dedicated parking for disabled clients on its estates.

In order to ensure that these spaces are used appropriately, vehicles parked by disabled drivers will need to display a valid disability parking badge, issued by one of the Parochial Authorities, as well as a valid parking permit (where required).

We are mindful that parking is always in high demand and to manage parking effectively Andium Homes will, where necessary, establish parking restrictions to achieve a number of key outcomes:

1. to provide priority for tenants to be able to park;
2. to provide equity between tenants living on the same estate, particularly between those with private parking within the boundaries of their home, for instance on a driveway; and those who must rely on shared parking areas;
3. to provide an effective means of monitoring the use of car parks, identification of abandoned or unauthorised vehicles and their removal;
4. to ensure that where car parking capacity exists this is utilised to generate income for the maintenance and management of car parks generally;
5. to ensure compliance with the Removal of Vehicles (Private Land) (Jersey) Regulations 2016 (the Regulations).

The property portfolio managed by Andium Homes is diverse and spread across the Island and there can be a significant variance in the parking pressures estate to estate. A blanket policy, applying the same rules to all estates, is therefore felt to be inappropriate.

Two different parking regimes are used by Andium Homes to manage car parking.

3. Parking reserved for permit holders only

On the majority of estates in St Helier and in other areas where parking pressures are acute, Andium Homes operates a parking permit scheme which requires that all vehicles parked on the estate display a valid parking permit issued by Andium Homes.

It is important to note that it is often the case that the number of parking spaces available on an estate will be less than the number of permits required. For this reason we do not allocate spaces to individuals and whilst a parking permit gives an entitlement to park, this is on a first come, first served basis, it does **not** give any guarantee of a parking space.

Any vehicle parking on an estate where a permit system is in operation will be required to clearly display a valid parking permit for that estate in the vehicle windscreen. A valid Windscreen Insurance Disk (WID) must also be clearly displayed.

All parking permits issued remain the property of Andium Homes at all times and may be withdrawn, at our discretion.

Permits are not to be copied, altered or defaced in any way whatsoever.

Any permit displayed which has been copied, altered or defaced in any way will be considered void and not valid for use on Andium Homes land.

3.1 Eligibility for a Permit (Residents)

A single parking permit will be issued, free of charge, to each household on a given estate, on the following basis:

- ✚ That the household does not have private parking already provided, such as a driveway or garage;
- ✚ To the tenant or a bone-fide household member only, provided that the applicant holds a current valid driving license for the class of vehicle being applied for (we reserve the right to seek appropriate evidence of this);
- ✚ That the applicant is the registered owner of the vehicle (we reserve the right to seek appropriate evidence of this);
- ✚ That the applicant does not already hold a parking permit for another vehicle;
- ✚ That the rent account for the property is not in arrears;
- ✚ That there have been no breaches of any Andium Homes Tenancy Agreement during the preceding 6 months.

We reserve the right to withdraw a permit or otherwise limit access to car parking if the above are not adhered to.

Subject to there being capacity on an estate, Andium Homes tenants who do not have parking at their individual property or estate may be granted a permit for another estate on the usual first come first served basis.

3.2 Additional Permits (Residents)

Applications for additional permits to a maximum of 2 per household (other than where Estate Restrictions apply) will be considered, at the absolute discretion of Andium Homes, where all of the above criteria apply and where;

- ✿ in the opinion of Andium Homes there is capacity within the car park such that additional permits can reasonably be issued;
- ✿ the tenant, applicant or household member does not already hold a permit for another vehicle;

3.3 Eligibility for a Permit (Medical)

Where a tenant does not drive themselves, does not have a permit for their household and has a bone fide medical condition which means that they require regular assistance from a family member, Registered Care Provider or friend, they are able to apply for a Parking Permit on medical grounds. If the application is approved a single parking permit will be issued by Andium Homes, free of charge.

To assist Registered Care Providers in providing services, additional car park access fobs will be provided on request, the usual deposit will be taken for each fob.

Medical Parking Permits are restricted to a maximum stay of 3 hours in any 24 hour period and must be displayed alongside a 'Parking Disk' which clearly shows the time of arrival. A handwritten note showing time of arrival is not acceptable.

Medical Parking Permits are only to be used for visiting the household for which they have been issued.

Parking Disks are available to purchase from the Town Hall, Public Parking Control Office at Sand Street Car Park and Trading Standards office.

3.4 Eligibility for a Permit (Contractors)

Contractors employed by Andium Homes will be provided with sufficient parking permits to allow them to park on our land during working hours only.

For these purposes working hours are generally defined as being Monday – Friday 8am to 8pm and Saturdays 8am to 1pm.

Unless specifically authorised Contractor's Permits are not valid for parking outside of working hours.

Contractor's permits will always be issued in the name of the contractor and not in the name of an individual employee.

3.5 Eligibility for a Permit (Sub-Contractors)

Applications for sub-contractor permits will be made in the name of the Main contractor and limited to a specific duration of the sub-contractors contract.

3.6 Exclusions and restrictions (Contractors & Sub-Contractors)

Unless the contractor is on call for Andium Homes, the contractors permit is valid during working hours only and then only when carrying out work authorised by the Company.

No contractor vehicles shall be allowed to park within the underground parking facilities at Hue Court, Clos du Fort, Keith Baal Gardens or Les Jardin des Soleil. Contractors parking on these sites shall do so in the designated surface parking areas only.

3.7 Eligibility for a Permit (Paid Parkers)

On a small number of estates Andium Homes uses additional car park capacity as a means of generating income from Paid Parkers.

3.8 Eligibility for a Permit (Third Party Organisations and Partners)

The Company will issue a limited number of permits upon application from States Departments, Partner Agencies or Charities which are directly involved in the provision of services to our clients. This is at the absolute discretion of the Company.

Permits will be issued in the name of the particular Organisation, Agency or Charity and not in the name of any individual.

All such permits will be for a specified estate or if 'All Estates' will be caveated to exclude 'Hue Court' and will be restricted to the maximum stay specified on the permit. Permits must be displayed alongside a 'Parking Disk' which clearly shows the time of arrival. A handwritten note showing time of arrival is not acceptable.

Parking Disks are available to purchase from the Town Hall, Public Parking Control Office at Sand Street Car Park and Trading Standards office.

4. Large or Commercial Vehicles

Parking permits will not be issued for large or commercial vehicles, or vehicles which are manufactured other than for normal social and domestic use (e.g. a car) other than in the most exceptional circumstances, for instance:-

- ◆ Where the vehicle is owned by a self-employed person ordinarily resident at the property, and is necessary for that person to work, however, the vehicle must not create or cause a nuisance to any other person and that person does not already hold a permit for a privately owned vehicle; or
- ◆ Where the vehicle is provided to a person ordinarily resident at the property, by their employer and if that person does not already hold a permit for a privately owned vehicle; or
- ◆ Where the vehicle is necessary for the transportation of one or more disabled persons or persons with special needs, ordinarily resident at the property.

.... and then, only if the vehicle is less than 15 feet in length, 6 feet 6 inches in width and has an un-laden weight of less than 3 tonnes.

5. Lost or Stolen Permits

A charge of £10.00 to offset administration costs will be imposed for the replacement of a lost or stolen permit.

Copying of permits by any means is prohibited and any copied permit found in use will immediately be revoked.

6. Car Park Access Fobs

Where barriers, roller shutter doors or gates control access to parking areas a fob will be required to operate the barrier, roller shutter door or gate in order to enter the car park.

Car park barrier fobs will be issued on the following basis:

- ❖ On a one fob per permit only (Additional fobs for visitors or family members not holding a parking permit will not be issued);
- ❖ A refundable deposit of £25 for each fob will be payable at the time of issue;

Fobs remain the property of Andium Homes at all times and must be returned to Andium Homes when the permit expires, or upon demand. Any deposit paid will be refunded only on production of a valid receipt.

7. Lost Car Park Access Fobs

Where a fob is lost or damaged or otherwise requires replacement, a charge of £50.00 will be made, this covers the cost of replacement and our time in having the lost or damaged fob erased from the barrier control system therefore rendering it useless.

8. Parking reserved for residents only

With some minor exceptions, estates outside of town will not operate a parking permit scheme; however, parking on these areas will still be limited and reserved for residents only.

These areas will still be actively visited by our parking contractor to ensure that vehicles not in regular use, un-roadworthy, uninsured or abandoned are identified and the appropriate action taken.

For the purpose of this policy, "Resident" means:-

The tenant of a home on the estate;

The bone fide household member of a home on the estate, registered with Andium Homes as such;

In either circumstance, the vehicle concerned must be registered to the applicant at the address on the estate for which the permit is being requested.

9. Unauthorised Parking – Enforcement

A vehicle will be considered as being parked without authority, and therefore subject to removal under the provisions of the Removal of Vehicles (Private Land) (Jersey) Regulations 2019, if:

- ❖ it is parked other than in a properly designated parking space;
- ❖ it is parked on Andium Homes land in contravention of any rules established by the Company, for instance if the vehicle is parked without displaying the requisite permit, or in the case of an estate reserved for residents only, the vehicle is registered to an address elsewhere;
- ❖ it is parked for a period in excess of any maximum period of time as specified by any signage on the land;
- ❖ it is parked in any restricted area, such as a marked disabled parking area, without displaying the requisite 'Disabled Parking Permit' "Blue Badge" issued by the appropriate Parish;
- ❖ it is failing to display a valid Windscreen Insurance Disc;
- ❖ in the opinion of Andium Homes, the vehicle is not in regular use, (this could be that the vehicle has been observed not to have moved for a period of at least 28 days);

- ✚ in the opinion of Andium Homes the vehicle is in an un-roadworthy condition, whether or not the vehicle is subsequently found to be un-roadworthy;
- ✚ it is greater than 15 feet in length, 6 feet 6 inches in width or has an un-laden weight of more than 3 tonnes, whether or not it is used in a commercial capacity.

When identified, unauthorised vehicles may be removed from land in accordance with the powers granted to Andium Homes by the Regulations and which allow the removal and impounding of vehicles without notice or warning.

All costs incurred with the removal, impounding and storage of vehicles removed in accordance with the Regulations, are recoverable as a civil debt from the owner of the vehicle or other such person as is specified in the Regulations. Andium Homes will generally seek to recover its costs associated with the removal, storage and disposal of vehicles in all but the most exceptional circumstances.

Appeals to any enforcement action are to be made in writing to G4S Secure Solutions (Jersey) Limited) who are appointed as “authorised officer” in terms of the Removal of Vehicles (Private Land) (Jersey) Regulations 2019.

10. Variation

Variations to this policy are at the discretion of the policy holder.