

**Bromsgrove District Council (Off-Street Parking Places)**  
**Order 2019**

**Schedule 2 – Penalty Charge Notice levels**

- **= or other specified time \*\*\*\* = or other number**

| <b>Code</b> | <b>Description</b>   | <b>Diff. level</b> | <b>PCN £</b> |
|-------------|--|--------------------|--------------|
| 70          | Parked in a loading area during restricted hours without reasonable excuse   | Higher             | £70          |
| 73          | Parked without payment of the parking charge   | Lower              | £50          |
| 74          | Using a vehicle in a parking place in connection with the sale or offering or exposing for sale of goods when prohibited | Higher             | £70          |
| 80          | Parked for longer than the maximum period permitted  | Lower              | £50          |
| 81          | Parked in a restricted area in a car park  | Higher             | £70          |
| 82          | Parked after the expiry of paid for time   | Lower              | £50          |
| 83          | Parked in a car park without clearly displaying a valid pay & display ticket or voucher or parking clock                 | Lower              | £50          |
| 84          | Parked with additional payment made to extend the stay beyond time first purchased                                       | Lower              | £50          |
| 85          | Parked in a permit bay without clearly displaying a valid permit   | Higher             | £70          |
| 86          | Parked beyond the bay markings   | Lower              | £50          |
| 87          | Parked in a disabled person's parking space without clearly displaying a valid disabled person's badge                   | Higher             | £70          |
| 89          | Vehicle parked exceeds maximum weight and/or height and/or length permitted in the area                                  | Higher             | £70          |
| 90          | Re-parked within one hour* of leaving a bay or space in a car park   | Lower              | £50          |
| 91          | Parked in a car park or area not designated for that class of vehicle  | Higher             | £70          |
| 92          | Parked causing an obstruction  | Higher             | £70          |
| 93          | Parked in car park when closed   | Lower              | £50          |
| 94          | Parked in a pay & display car park without clearly displaying two**** valid pay and display tickets when required        | Lower              | £50          |
| 95          | Parked in a parking place for a purpose other than the designated purpose for the parking place                          | Lower              | £50          |
| 96          | Parked with engine running where prohibited  | Lower              | £50          |

**NOTE:** Provided that payment is received within 14 days of service of the PCN the Council will accept a discounted amount equivalent to 50% of the rates listed above

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**Schedule 3 –Customer Parking Permits**

1. The Council may issue to applicants one permit or smartcard for use on one vehicle used by the applicant upon payment of the prescribed fee. For the purposes of this Schedule the use of smartcards is available only for parking at Churchfields Multi Storey

Specific provisions in relation to paper permits

2. The vehicle registration number printed on a permit shall not be altered or substituted with a different number except by the Council on the application of the holder.
3. A permit shall only be considered to be valid if it is securely fixed to the windscreen of an authorised vehicle at the time of parking. Holders should not affix the permit to the windscreen so that it obscures their vision.
4. A permit shall only be valid in the car park designated on the front of the permit.
5. A vehicle displaying a valid permit shall be entitled to park in the designated car park at all times without payment providing a space is available and the person in control of the vehicle complies in all respects to the regulations and directions in place in the car park at that time.

Specific provisions in relation to smartcards

6. Smartcard holders have the option of linking their smartcard to be used in connection with one vehicle, the vehicle registration number of which must be provided to the Council. The smartcard operates using number plate recognition technology and when used in this mode the entrance and exit barriers will open automatically when the registered vehicle approaches.
7. Alternatively, it is open to smartcard users not to ask for the card to be linked to a particular vehicle, in which case it will operate in the same way with the exception that the entrance and exit barriers will not open automatically in response to recognising the vehicle registration number.

General provisions

8. A permit or smartcard does not confer on the holder any additional right(s) over and above those enjoyed by other members of the public using the car park.

9. The Council in its absolute discretion may refuse to issue a permit or smartcard to any person without giving reason for such refusal, and similarly may withdraw the smartcard or permit, or invalidate the permit in writing at any time without giving reason for such withdrawal or invalidation.
10. Any vehicle parked on a car park entirely at the owner's risk; the issue of a permit or smartcard by the Council does not impose on the Council any liability for any loss or damage to any vehicle displaying a permit or its contents with the exception of such loss or damage due to negligence on the part of the Council.
11. The table below sets out the amounts payable for Annual and Quarterly Permits and smartcards and the types of permit issued.

| Location   | Annual Charge | Quarterly Charge | Type of permit |
|--|---------------|------------------|----------------|
| Churchfields Multi Storey Car Park   | £215          | £53.80           | Smartcard      |
| Aston Fields Car Park  | £320          | £80              | Paper permit   |
| Town Centre Long Stay<br>Note: this pass allows long stay parking at the following car parks:-<br>School Drive<br>New Road<br>Parkside<br>Stourbridge Road | £320          | £80              | Paper permit   |
| Alvechurch Sports and Social Club  | £250          | £62.50           | Paper permit   |

12. An annual or quarterly permit holder or smartcard holder may surrender the permit to the Council at any time:

- a) A permit holder or smartcard holder who surrenders a permit to the Council before it has become valid shall be entitled to a refund of the fee paid in respect thereof.
  - b) A permit holder or smartcard holder who surrenders an annual or quarterly permit to the Council after it has become valid shall be entitled to a refund calculated on a pro rata basis for each complete month covered by the permit which remains unexpired at the date of surrender.
13. Smartcards which are lost and require replacement will be charged at £5 per replacement.

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**Schedule 4 – Staff Permits**

1. The Council may issue staff permits or smartcards to enable members of staff to park in the parking places referred to in this Order for the purposes of their employment.
2. Members of staff who are based at or work regularly at Parkside may be issued with either a smartcard for parking in Churchfields Multi Storey. Staff permits may also be issued for Parkside Office car park, to members of staff who need to park there for work related reasons or because they need to access the building out of normal office hours. The allocation of such permits/smartcards will be decided by the Head of Service responsible for Facilities Management.
3. Members of staff who require use of other car parks included in this Order in the course of their duties, or by reason of lack of access to adequate parking facilities may apply for a staff permit through their Head of Service or Director. The application must state the name of the member of staff, the registration number of the vehicle to be used, the date from which the permit is to be used, and identify the car park or car parks to be used

**Specific provisions in relation to staff permits for Parkside Offices Car Park and smartcards for Churchfields Multi Storey**

4. Members of staff may only use the parking permit/ smartcard for work purposes from Mondays to Fridays, save that parking at Parkside Offices Car

Park will be permitted at weekends for facilities management staff attending for work purposes.

5. Parking at these car parks is available on a first come first served basis. Members of staff who hold a permit or smartcard who cannot find a parking space should park in an alternative Council car park and seek reimbursement of the fee paid by way of an expenses claim.
6. Staff smartcard holders have the option of linking their smartcard to be used in connection with one vehicle, the vehicle registration number of which must be provided to the Council. The smartcard operates using number plate recognition technology and when used in this mode the entrance and exit barriers will open automatically when the registered vehicle approaches.
7. Alternatively, it is open to staff smartcard users not to ask for the card to be linked to a particular vehicle, in which case it will operate in the same way with the exception that the entrance and exit barriers will not open automatically in response to recognising the vehicle registration number.
8. Smartcards which are lost and require replacement will be charged at £5 per replacement.
9. For staff using permits for Parkside Offices car park the following provisions apply:-
  - The vehicle registration number printed on the permit shall not be altered or substituted with a different number except by the Council on the application of the holder.
  - The permit shall only be considered to be valid if it is securely fixed to the windscreen of the authorised vehicle at the time of parking. The member of staff in control of the vehicle shall comply in all respects to the regulations and directions in place in the car park at that time.

For staff using permits for other pay and display car parks

10. A vehicle displaying a valid staff permit shall be entitled to park in the designated pay and display car park at all times without payment providing a space is available.
11. The vehicle registration number printed on the permit shall not be altered or substituted with a different number except by the Council on the application of the holder.
12. The permit shall only be considered to be valid if it is securely fixed to the windscreen of the authorised vehicle at the time of parking.

## General

13. Any vehicle parked on a car park is parked entirely at the owner's risk; the issue of a staff permit or smartcard by the Council does not impose on the Council any liability for any loss or damage to any vehicle displaying a permit / using a smartcard or its contents with the exception of such loss of damage due to negligence on the part of the Council.
14. A staff permit or smartcard does not confer on the holder any additional right(s) over and above those enjoyed by other members of the public using the car park.
15. The staff permit or smartcard shall only be valid if the member of staff is engaged solely on Council business. The use of a staff permit or smartcard for other than official Council duties may lead to disciplinary action, withdrawal of the permit, and a Penalty Charge Notice may be issued
16. Members of staff who are not eligible for staff permits but who are obliged to make use of car parks included in this Order in the course of their duties should purchase a parking ticket at the time of parking and seek reimbursement of the fee paid by way of an expenses claim.

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**Schedule 5 – Other Parking Permits**

1. The Council may issue parking permits or smartcards to other persons including Elected Members, Worcestershire County Council employees, and non-staff users of the Council offices at Parkside for use at Parkside Offices car park and Churchfields Multi Storey.
2. Other persons may only use the parking permit at Parkside Offices car park on Mondays to Fridays and the smartcard at Churchfields Multi Storey from Mondays to Fridays during normal opening hours. Parking is available on a first come first served basis.
3. The vehicle registration number printed on the permit shall not be altered or substituted with a different number except by the Council on the application of the holder.
4. The permit shall only be considered to be valid if it is securely fixed to the windscreen of the authorised vehicle at the time of parking.
5. Only vehicles displaying permits designated for Elected Members may park in the allocated member bays; if no allocated bays are available members may use the other parking bays excluding the disabled bays (unless displaying a valid blue badge) and visitor bays.
6. Any vehicle parked on a car park is parked entirely at the owner's risk; the issue of a permit or smartcard by the Council does not impose on the Council any liability for any loss of damage to any vehicle displaying a permit / using a smartcard or its contents with the exception of such loss of damage due to negligence on the part of the Council.
7. A permit or smartcard does not confer on the holder any additional right(s) over and above those enjoyed by other members of the public using the car park.
8. Smartcards which are lost and require replacement will be charged at £5 per replacement.
9. Under this Schedule, the Council may issue temporary permits for Parkside Offices car park to cover use by visitors attending functions or events taking place at Parkside. Such temporary permits will be valid for use in all bays

except the allocated member bays and disabled bays (unless displaying a valid disabled badge).

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**Schedule 6 – Issue of smartcards for use at Churchfields Multi Storey and Recreation South Car Parks**

1. The Council may issue smartcards for use at Churchfields Multi Storey and Recreation Road South (Asda) under this Schedule to disabled persons and to licenced private hire/ hackney carriage drivers who require access to the car parks to collect passengers. Taxis are limited to a maximum stay of 15 minutes to allow a passenger to board or alight.

**General**

2. No more than one smartcard will be issued per applicant.
3. Smartcard holders have the option of linking their smartcard to be used in connection with one vehicle, the vehicle registration number of which must be provided to the Council. The smartcard operates using number plate recognition technology and when used in this mode the entrance and exit barriers will open automatically when the registered vehicle approaches.
4. Alternatively, it is open to smartcard users not to ask for the card to be linked to a particular vehicle, in which case it will operate in the same way with the exception that the entrance and exit barriers will not open automatically in response to recognising the vehicle registration number.
5. The Council in its absolute discretion may refuse to issue a smartcard to any person, and similarly may withdraw, or invalidate the smartcard at any time.
6. A smartcard does not confer on the holder any additional right(s) over and above those enjoyed by other members of the public using the car park save as set out in paragraph 9 above.
7. Any vehicle parked on a car park is parked entirely at the owner's risk; the issue of a smartcard by the Council does not impose on the Council any liability for any loss or damage to any vehicle accessing the car parks using a smartcard or its contents with the exception of such loss of damage due to negligence on the part of the Council.



8. Smartcards which are lost and require replacement will be charged at £5 per replacement.

### Disabled Persons

9. The applicant must hold a current disabled person's badge at the time of application.
10. The expiry date on the disabled person's badge shall also be applied to the smartcard. The smartcard will not be valid after the expiry date.
11. In the case of use of a smartcard under either paragraph 6 or 7, the smartcard will only be valid if the vehicle displays the applicant's disabled person's badge in accordance with the terms and conditions of use.
12. Prior to exiting the car park the smartcard user shall pay the relevant charge. The amount of the charge will be calculated by the pay on foot payment machine when the smartcard is inserted.
13. For stays of less than 90 minutes the relevant charge will be reduced to the amount charged for up to 30 minutes. For stays of over 90 minutes the relevant charge will be reduced by a discount equivalent to the charge for one hours parking.

### Licensed Hire Drivers

14. Licensed hire and Hackney carriage drivers must apply for a smartcard from the licensing section.
15. Licensed hire and Hackney Carriage taxis are permitted to wait for in the car park for a maximum stay of 15 minutes to allow passengers to board/alight the vehicle.
16. Taxis should only wait in a designated bay
17. Any stay over 15 minutes will incur the tariff applicable to the duration

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**Schedule 7 – Arrangements for parking for Disabled Person’s Badge Holders**  
**at parking places equipped with pay and display ticket machines.**

1. This Schedule applies to all parking places included in Schedule 1 of this order where payment is made using pay and display ticket machines.
2. Disabled persons are required to purchase a pay and display ticket and display it on their vehicle together with their Disabled Persons Badge.
3. An additional hours free parking will be permitted, to expire one hour after the expiry time stated on the pay and display ticket.