

Bromsgrove District Council (Off-Street Parking Places)

Order 2026

Schedule 2 – Season Tickets

1. The Council may issue to applicants a Season Ticket which is a type of Virtual Parking Permit for use by one registered Vehicle at a time, used by the applicant upon payment of the prescribed fee.
2. Season Tickets are all virtual and will be administered via a virtual permit system. Each Season Ticket holder will be responsible for their own virtual permit system account including updating the nominated registration number.
3. Only one registration number is applicable to the Season Ticket at any one time. Should Vehicles be changed, the Season Ticket holder is responsible for updating the information prior to the Season Ticket being used.
4. A Season Ticket shall only be valid in the car park or car parks designated in this Schedule.
5. Parking at these car parks is available on a first come first served basis and a parking space is not guaranteed.
6. A registered Vehicle with a valid Season Ticket 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.
7. You can surrender your Season Ticket at any time. If you require a refund this must be requested through the virtual permit system.
8. A Season Ticket does not offer 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 Season Ticket to any person without giving reason for such refusal, and similarly may withdraw the Season Ticket, or invalidate the Season Ticket 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 Season Ticket by the Council does not impose on the Council any liability for any loss or damage to any Vehicle 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 Season Tickets Virtual Parking Permits.

	Annual Charge	Quarterly Charge
Season Ticket This Season Ticket permits parking in the 4 Parking Places listed below: School Drive New Road Parkside North Bromsgrove	£320	£80
Aston Fields Season Ticket This Season Ticket permits parking in Aston Fields Car Park.	£320	£80

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Schedule 3 – Staff Permits

1. The Council may issue Staff Virtual Parking Permits to enable members of staff to park in some of 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 in Bromsgrove may be issued with a Virtual Parking Permit for use in specified car parks. The allocation of such permits will be decided by the appropriate Head of Service as detailed in the relevant Car Parking Policy.
3. Members of staff may only use the Virtual Parking Permit for work purposes from Monday to Friday unless otherwise agreed.
4. Parking at these car parks is available on a first come first served basis and a parking space is not guaranteed.
5. Permits are all virtual and will be administered via a virtual permit system. Each member of staff will be responsible for their own virtual permit system account including updating the nominated registration number.
6. Only one registration number is applicable to the Staff Virtual Parking Permit at any one time. Should Vehicles be changed, the staff member is responsible for updating the information prior to the Virtual Parking Permit being used.
7. Any Vehicle parked on a car park is parked entirely at the owner's risk; the issue of a Staff Virtual Parking Permit by the Council does not impose on the Council any liability for any loss or damage to any Vehicle issued with a permit or its contents with the exception of such loss or damage due to negligence on the part of the Council.
8. A Staff Virtual Parking Permit does not offer the holder any additional right(s) over and above those enjoyed by other members of the public using the car park.
9. The staff Virtual Parking Permit shall only be valid if the member of staff is engaged solely on Council business. The use of a Staff Virtual Parking Permit for other than official Council duties may lead to disciplinary action, withdrawal of the permit, and a Penalty Charge Notice may be issued.
10. Members of staff and external contractors employed by Bromsgrove District Council who are not eligible for Staff Virtual Parking Permits but who are

obliged to make use of car parks included in this Order in the course of their duties should seek authorisation to park in the car park in advance and may be issued with a Temporary Visitors Permit.

11. Staff members should only park in the applicable parking bays and should not park in reserved bays for other specific users unless authorised.

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Schedule 4 – Other Permits

1. The Council may issue Parking Permits or Virtual Parking Permits to other internal and external businesses/individuals to allow parking in some served bays in some of the Parking Places referred to in this Order for the purposes of their employment/contract.
2. Permit holders who are based at or work regularly at Parkside in Bromsgrove may be issued with either a Parking Permit or a Virtual Parking Permit for use in specified car parks. The allocation of such permits will be decided by the appropriate Bromsgrove District Council Contract Manager as detailed in the contract.
3. Permit holders may only use the permit for work purposes unless otherwise agreed.
4. Parking at these car parks is available on a first come first served basis and a parking space is not guaranteed.
5. Virtual Parking Permits will be administered via a virtual permit system. Each permit holder will be responsible for their own virtual permit system account including updating the nominated registration number.
6. Only one registration number is applicable to the Virtual Parking Permit at any one time. Should Vehicles be changed, the permit holder is responsible for updating the information prior to the permit being used.
7. Any vehicle parked on a car park is parked entirely at the owner's risk; the issue of a permit by the Council does not impose on the Council any liability for any loss or damage to any Vehicle or its contents with the exception of such loss or damage due to negligence on the part of the Council.

8. The use of a permit for other than official work duties may lead to withdrawal of the permit and a Penalty Charge Notice may be issued.
9. Permit holders who are not eligible for a permit but who are obliged to make use of car parks included in this Order in the course of their duties should seek authorisation to park in the car park in advance.
10. Permit holders should only park in the applicable Parking Places as designated by their permit type and should not park in reserved bays for other specific users unless authorised.