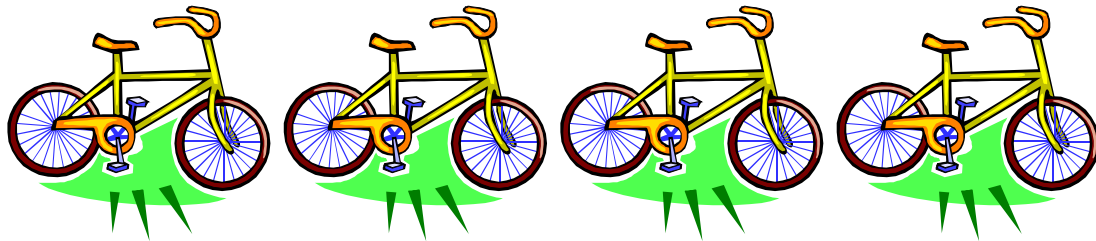


Car Parking Policy

Introduction

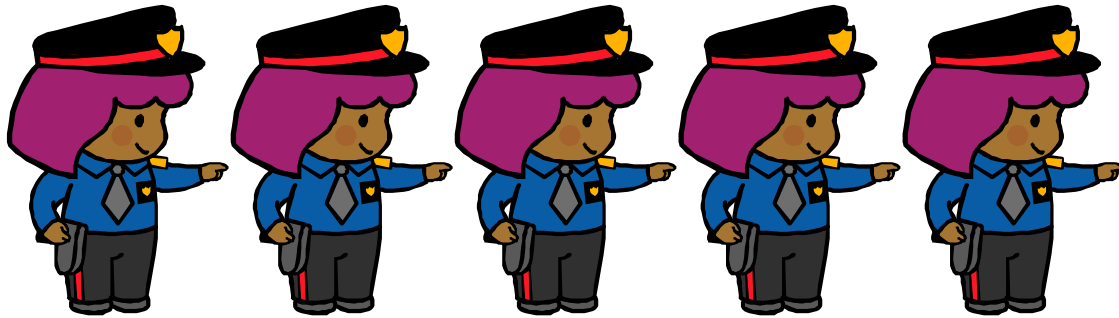
- Car parking is very restricted in the neighbourhood of the Centre and is controlled along St Peter's Square by permits. These are issued by the City Council and have to be paid for. Traffic wardens, who are absolutely ruthless, zealously monitor the use of permits. Members of staff and volunteers not needing a car for work purposes are encouraged to use sustainable transport (train, bus, car share, bike or foot) where practical.
- Pushbikes can be left in the covered passage at the Centre or at the cycle racks outside the university library opposite. There is an LGEC bicycle available for staff use, which is kept in the passage. If you wish to borrow it, Admin staff can supply the number of the combination lock. Staff and volunteers using their own bikes for work journeys are entitled to claim 12p a mile, through the normal expenses system.



The Car Parking Permit System

- LGEC is entitled to 5 residents' permits, which are kept in a "Reception" folder behind the reception desk. Two of these are "permanent" and issued on an annual basis. Members of staff and volunteers are entitled to use these small round permits (numbered 1 and 2 on the back), provided their car registration numbers have been supplied to the Council by LGEC. New staff members and volunteers or anyone who changes their car, needs to supply this information to admin staff as soon as possible.
- LGEC is also entitled to three "temporary" permits, which allow for 10 individual daily visits. The date and registration number of the vehicle need to be entered onto these permits each date that the permit is used. The permit should be displayed inside the car in the side window nearest to the kerb, with all details including Parking zone clearly visible.
- When all ten visits on the permit have been used up, the completed permit has to be returned to the Council together with a payment, in order to obtain a replacement. The issue of a new permit can take several working days so it is vital that completed permits are passed to admin staff as soon as possible. An almost completed permit should be used first, to minimise the number of permits being renewed at any one time.
- Every permit borrowed from the "Reception" folder must be signed out each time it is removed and signed in when it is returned; to assist admin staff to keep track of availability. Temporary permits can be reserved in advance for staff, volunteers and visitors to the Centre on business, by placing a note in a permit wallet in the folder. Otherwise permits are available on a first come first served basis and must be returned to the "Reception" folder at the end of the working day.

- When all current permits have been issued, staff and visitors will need to use nearby on street parking (you can park for up to 2 hours further down St Peter's Square).



Parking Payments

- The use of parking permits is free for staff using their vehicles for work purposes during the day and for volunteers and visitors to the Centre on business. A charge of £1 a day is made to park vehicles not needed for work purposes. Payments should be placed in the black "Reception" cash box in the top left hand drawer behind the reception desk and entered on the income sheet in the "Reception" folder. This can be done on a daily, weekly or monthly basis as long as payments are clearly recorded.
- If there are no parking payments available, the full cost of parking at Walker Street will only be refunded by LGEC if the vehicle is needed for work purposes and no time limited on street parking is available. The parking fee can be claimed back via expenses, on production of the used parking ticket.
- Unfortunately LGEC cannot refund the cost of Fixed Penalty Notices for staff, trustees or visitors or the cost of Pay and Display parking for visitors who have not had a permit reserved.
- In the event of a dispute if a parking ticket is issued for any reason, including the incorrect display of the permit, it is the responsibility of the staff, volunteer or trustee member to pursue the disputed ticket directly against Preston City Council and not the responsibility of any other LGEC staff members.

MONDAY



TUESDAY



WEDNESDAY

