

Staff Parking Policy and Procedure

DRAFT

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Linked Documents

Draft Staff Travel Plan

1. Introduction

The Haringey Staff Parking policy seeks to clarify the regulations and restrictions relating to the parking of all motor vehicles within the Council's staff car parks, for the benefit of our employees, agency workers, and visitors. This policy applies to all employees, agency workers, and contractors in this policy references to staff are to Council employees, and to agency workers and consultants working for the Council. The Client FM Team is responsible for managing the arrangements set out in this policy.

2. Background

The aim of this policy is to ensure that access to car parking for staff, and contractors is given consistently and fairly in light of the limited number of parking facilities available.

The reduction in parking spaces is consistent with the Council's Corporate Plan Priority Three objective to create 'A clean and safe borough where people are proud to live' by reducing the number of cars attending Council buildings on a daily basis and encouraging staff and contractors to use public transport, cycle or walk when visiting Council offices.

The Council recognises that as the majority of their staff resides in the borough reducing parking spaces will support its strategic priority to make a real and sustainable difference to the health and wellbeing of Haringey's residents as underpinned in the Health and Wellbeing Strategy.

The policy also recognises the contribution that reducing staff parking makes towards the Council's Strategic Priority 3 commitment to make a clean, well maintained and safe borough where people are proud to live and work. Reducing staff parking spaces and promoting more sustainable modes of transport will assist in making Haringey one of the most cycling and pedestrian friendly London boroughs.

The policy also supports steps to reduce the Council's own carbon emissions and meet our 40:20 carbon reduction targets, highlighted in Priority 4 of the Corporate Plan.

This parking policy compliments the Council's emerging staff travel plan which contains actions to further reduce staff car use, by providing lower carbon travel alternatives, including access to low emission car club vehicles, incentives to car share, use low emission vehicles or alternative low carbon modes of travel.

The Policy has been written in consultation with Human Resources, Trade Unions, Finance, Transport Planning, Legal and Occupational Health.

3. Purpose and Scope

The main purpose of the Staff Parking Policy is to create a clear and transparent process governing the assignment of the available staff car parking bays based on priority need. Details of the priority bandings are located below in Sections 6 to 14 and Table 1 - Staff Parking Permit Allocation Criteria.

Reducing the number of available bays at Council offices will support the Council's staff Travel Plan in encouraging greater take-up of sustainable travel modes and staff car sharing. It will also have the added benefit of reducing localised traffic congestion around Council offices.

The policy outlines the process that is to be followed in the allocation and management of the Council's office based car parking facilities.

This policy only applies to those spaces attached to its office locations and does not apply to the following Haringey Council operated car parks:

- i. Bury Road Multi-Storey Car Park, Wood Green Town Centre, N22
- ii. Westerfield and Brunswick Road, N15
- iii. Crouch Hall Road, N8
- iv. Stoneleigh Road x3 and Somerset Road N17
- v. Summerland Gardens, N10
- vi. Garman Road N17

The policy sets out the roles and responsibilities for applying for a staff car park permit and details of charges.

The Policy is managed by the FM Client Team and staff car parking permits will be administered by the appointed contractor. Overall responsibility for the Policy rests with the FM Client Team.

The Policy will be reviewed on a regular basis by the FM Client Team and amended as and when circumstances require.

It is not intended that the Policy will be incorporated into the contracts of employment of any of the Council's current or future employees, or into any contract the Council has or may have in the future with any contractor.

4. Visitor Parking

There are no allocated visitor bays within the car parks attached to Council offices and visitors are encouraged where possible to use local transport to attend Council offices. Visitors who drive can make use of on-street pay and display parking by purchasing a ticket at a parking machine or by using [Pay by Phone](#). Visitors should be aware that within Controlled Parking Zones there are restrictions on the maximum stay allowed. This information is displayed within the vicinity of the bays.

5. Staff Parking Allocation

- a. The Council operates secure parking facilities for use by staff and Contractors. Over-subscription of available spaces will mean that **applying for a parking permit only gives permission to look for a space and does not guarantee that a space will be available.**
- b. The Policy applies to new members of staff applying for a car park permit for the first time AND to existing members of staff applying for a car park permit renewal. All staff applications will be assessed against the criteria as set out in Table 1 below.
- c. Individuals who wish to park in a staff car park facility must apply during the application window **(as advised on the intranet).**
- d. In applying for a staff car parking permit users accept that subject to any exceptions listed within this policy, permits are non-refundable and cannot be purchased on a monthly or ad hoc basis and that when applying users commit to deductions from their salary to cover the permit.

- e. Approved staff car park permits are valid for 24 months after which point an individual is required to reapply for a new permit.
- f. Approved staff car park permits are only valid in the car park for which it has been allocated and does not authorise the permit holder to park in any other car park.
- g. Approved staff car parking permits are not transferable and it is a breach of the Council's Code of Conduct to assign an approved permit to another member of staff, which may lead to disciplinary action.

6. Staff Parking Permit Allocation Criteria

To ensure a fair allocation of the remaining bays staff car parking permits are issued in accordance with priority bandings detailed below in Table 1. The allocation criteria are ranked in accordance with priority and are strictly applied. If the Council considers a member of staff does not meet a particular allocation criterion there is no right to appeal against that decision. In exceptional circumstances a decision to issue a parking permit to a member of staff other than in accordance with the priority bandings may be made by the Head of Asset Management in consultation with the Human Resources Business Partner. **All allocations will be subject to availability.**

7. Blue badge holders

The Council is committed to providing accessible parking provisions for its staff and contractors. Ten percent of the Council's current workforce declares having a disability. Although the Council recognises that not all of these members of staff will be Blue Badge holders, to assist in complying with its statutory equality obligations the Council will designate 10% of the total parking bays at each location for use by Blue Badge holders or by staff who have a need, certified by Occupational Health, to park on-site due to mobility issues.

Staff applying under Priority 1, Blue Badge scheme, who have a valid Blue Badge can apply for a free staff car park permit. Blue badge holders will be asked to provide a valid Blue Badge card.

Designated disabled parking bays will only be available for use by cars that display a valid Blue Badge permit. Facilities management will manage the enforcement of these bays.

Blue badge holders are reminded that they can also park for free in the following locations:

- a. on yellow lines, in resident bays (where there are no loading restrictions) for up to three hours, providing the clock card is displayed and set to the time of arrival at the location, and in pay and display bays for an unlimited time;
- b. in designated on-street disabled bays.

8. Essential User (A)

Staff required to use a private vehicle on the majority of their working days, in the course of their work and who travel in excess of 1600 miles each calendar year on Council business. Travel between home and place of work is not included. All staff applying for a Essential User (A) permit will be asked to produce a current driving licence, insurance certificate which

allows their car to be used for work related duties, car registration document, a current MOT if the car is more than 3 years old and evidence that they travel in excess of 1600 miles each calendar year on Council business (e.g. copies of recent travel forms)

9. Essential User (B)

Staff who must have a car available at all times for providing an emergency response which requires immediate attendance at an incident and where the use of public transport would not allow a quick enough response. This will include Directors/managers and Emergency Response Teams who are on call should an incident occur.

10. Restricted Mobility (Temporary)

On an occasional basis staff with temporary mobility problems may be allocated a parking space only for the duration of their disability (for a maximum of 12 weeks), further certification will be required after 12 weeks. A letter from a medical practitioner or certification from Occupational Health that the staff member needs to use a car to travel between their home and their place of work or to carry out their duties, is required and allocation of a space on these grounds is at the discretion of the relevant *Head of Business Unit and Client FM Team provided space is available.

This will include:

- a. Temporarily impaired mobility following surgery.
- b. Temporarily impaired mobility until diagnosis or treatment e.g. receiving chemotherapy for cancer.
- c. Temporarily impaired mobility due to respiratory disease whilst treatment controls symptoms e.g. COPD.

*Line Management is advised to conduct a risk assessment with the member of staff.

11. Reasonable adjustment for disabled staff

All disabled staff whom due to mobility issues require the use of a car at least once a week as a reasonable adjustment to carry out their duties or to travel between their home and their place of work. Occupational Health must confirm that in their view:

- (a) the staff member is disabled for the purposes of the Equality Act 2010; and
- (b) due to mobility issues the staff member requires use of a car at least once a week to carry out their duties or to travel between their home and their place of work.

12. Out of Hours

Staff who regularly work outside normal working hours as part of their contractual duties (for the purposes of this policy normal working hours are taken to be 7.00am to 9.00pm, Monday to Friday) and who need the security of a vehicle. (This is **not** for staff working additional non contracted hours as flexi or overtime.)

13.Nominated Carers

Staff who have to care for a dependent person, being a direct family member who lives with them, who undertakes these duties on at least a weekly basis, who are registered as a carer with the local authority for the area in which they live and who may be called on at short notice to deal with crisis situations. See Employee Nominated Carers Pack for further information.

14.Car Sharer

Car sharing is defined for the purpose of this policy as two or more staff who share a vehicle between home and the workplace, and who are both accepted for a Staff Car Park Permit through the application process.

- a. Both car sharers have to agree to be on the same payment method for car parking i.e. both on deductions from monthly salary or salary sacrifice.
- b. The car share group may have more than two members, however only **ONE** vehicle is allowed to park on site at any time. The car share permit **MUST** be displayed in the onsite vehicle at all times. If on any given day, two or more vehicles are needed for work purposes it is the responsibility of the car sharers to find private parking for the other vehicle/s off site.
- c. The car sharers will need to be registered on Haringey's Car Sharing website (to be launched in June 2016) and actively share a vehicle at least 50% of journeys between home and the workplace work.

15.Casual User

Casual User is defined for the purpose of this policy as a staff member who often use their own car for work purposes, but their posts are not designated as requiring a car and they do not fall into any of the above criteria. Spaces unallocated under the above criteria will be made available to other staff on application on a first come first served basis. The allocation may be withdrawn at any time to accommodate a request under any of the above criteria.

Table 1: Staff Parking Permit Allocation Criteria

Priority bandings	Who	Fee	Notes
Priority 1	Blue Badge or Mobility issues	Free	<i>Staff who hold a Blue Badge and or need to park on-site due to mobility issues as certified by Occupational Health. These bays are <u>deducted from the total capacity prior to allocation to other users.</u></i>
Priority 2	Essential User (A)	<u>In line with latest charges</u>	<i>Staff <u>required</u> to use a private vehicle in the <u>course of their work</u> on the majority of their working days and travels in excess of 1600 miles each calendar year on Council business Travel between home and place of work is not included</i>
Priority 3	Essential User (B)	<u>In line with latest charges</u>	<i>Staff required to have a car available at all times for providing an emergency response which requires immediate attendance at an incident and where the use of public transport would not allow a quick enough response.</i>
Priority 4	Restricted Mobility (Temporary)	<u>In line with latest charges</u>	<i>On an occasional basis staff with temporary mobility problems may be allocated a parking space only for the duration of their disability. A letter from a medical practitioner or certification from Occupational Health that the staff member needs to use a car to travel between their home and their place of work or to carry out their duties, is required and allocation of this space on these grounds is at the discretion of the relevant *Head of Business Unit and Client FM Team provided space is available.</i>
Priority 5	Reasonable adjustment for disabled staff	<u>In line with latest charges</u>	<i>All disabled staff member who due to mobility issues require use of a car at least once a week as a reasonable adjustment to carry out their duties. Occupational Health must confirm that in their view the staff member is disabled for the purposes of the Equality 2010 Act and due to mobility issues the staff member requires use of a car at least once a week to carry out duties or to travel between their home and their place of work</i>
Priority 6	Out of hours working	<u>In line with latest charges</u>	<i>Staff who regularly work outside normal working hours as part of their contractual duties (for the purposes of this policy normal working hours are taken to be 7.00am to 9.00pm, Monday to Friday) and who need the security of a vehicle.</i>
Priority 7	Nominated Carers	<u>In line with latest charges</u>	<i>Staff who have to care for a dependent person, being a direct family member who lives with them, who undertakes these duties on at least a weekly basis, who are registered as a carer with the local authority for the area in which they live and</i>

			who may be called on at short notice to deal with crisis situations.
Priority 8	Car Sharers	<u>In line with latest charges</u>	Two or more staff, who share a vehicle between home and the workplace , and who are both accepted for a Staff Car Park Permit through the application process. Need to be registered on Haringey's Car Sharing website (to be launched in June 2016) and actively sharing a vehicle at least 50% of journeys between home and the workplace .
Priority 9	Casual User	<u>In line with latest charges</u>	Staff whose post does not require use of a car and who do not fall into any of the above categories. Spaces unallocated under the above criteria will be made available to other staff on application on a first come first served basis. The allocation may be withdrawn at any time to accommodate a request under any of the above criteria.

15. Motorcycles

Motorcycles are required to park in the designated motorcycle areas wherever they are provided and cannot park in bays allocated to cars.

Designated motorcycle parking is provided at 40 Cumberland Road, N22 7SG and River Park House, 225 High Rd, London N22 8HQ.

Motorcyclists do not need to apply for a parking permit and no charge will be made for parking motorcycles and mopeds in the staff car parks. Motorcyclists will be required to register motorcycle registration and contact details with the FM Client Team.

16. Bicycle Parking

In addition to assisting in improving health, through cardiovascular activity, there are many benefits to staff cycling to work, which include being a cheaper alternative to using a car and generally quicker than the same journey by car.

The majority of Council office locations provide secure bike racks and shower facilities for staff and contractors cycling to work. The location of secure cycle parking at each site is included in the Green Travel Plan.

17. Delivery Vehicles

Delivery vehicles are permitted in any Council staff car parks to carry out deliveries free of charge without the need for a Car Park Access Permit. Delivery vehicles have a maximum of 15 minutes to unload and carry out deliveries and should park in the Loading Bays where available. All delivery vehicles should report to Reception their Vehicle Registration details before conducting their delivery.

18. Council Vehicles

Drivers driving a Council Vehicle will need to apply for a parking permit but no charge will be made for parking Council Vehicles in the staff car parks. All applications should be authorised by the relevant Head of Business Unit and will be subject to the agreement of the FM Client Team. Parking Council Vehicles in the staff car parks is treated as business parking, not staff parking, and these applications for a parking permit have a higher priority than any application for a staff parking permit.

19. Contractor Vehicles

There is **no** parking for Contractors onsite. Contractors dealing with emergencies on site should report to Reception to register their vehicle. A Council display card will then need to be placed in the windscreen detailing the department they are visiting, the time and date of arrival and the company details including name, and vehicle registration number.

In the event of development and construction programmes on the sites, specific agreements will be made between the contractor, relevant project manager and FM Client Team.

20. Withdrawal of Parking Permits

Any person found not adhering to the Haringey London Staff Car Parking Permit Policy, or who does not have valid vehicle documentation, will automatically have their parking permit withdrawn. Not adhering to the Policy could result in disciplinary action being taken.

21. Roles, responsibility and performance management

FM Client Team responsibilities

- a. Approval of staff car parking applications is the responsibility of the FM Client Team who are also responsible overall for the management of the parking spaces.
- b. The management of the Council's staff car parking spaces has been delegated to the FM contractor.
- c. It is the role of the FM Client Team to be familiar with the geography of the Council, its car parks, buildings and facilities.
- d. The FM Client Team is required to approve requests for a staff car park permit in line with this Policy, sending all approved applications to the FM Contractor in a timely manner.
- e. The FM Client Team is responsible for ensuring that approved applications for a staff car park permit are sent to Payroll for deductions. Permits cannot be issued until deductions are confirmed.
- f. The FM Client Team will provide advice or guidance in connection with the issue of a Staff Parking Permit.

FM Contractor responsibilities

The Facilities Management Contractor Team are responsible for:

- g. Ensuring that access barriers and gates to staff car parking facilities are opened/closed at the agreed times;

- h. Carrying out regular patrols of staff car parking sites to act as a deterrent against theft and vandalism and to assist in the improvement of safety and security of all car park facilities; issuing fixed penalty notices when necessary
- i. ensuring that roads and access roads to staff car park facilities remain free from obstruction and report maintenance defects as necessary;
- j. responding to and resolving queries relating to staff car parking matters as quickly as possible;
- k. providing regular checks on all car parking equipment and promptly reporting any apparent fault or breakdown to the appropriate department;

The FM Contractor Team is required to:

- l. be familiar with the geography of the Council, its buildings and associated staff car parking facilities, and to be familiar with all aspects of this Policy;
- m. control and monitor the allocation of parking permits in line with this Policy; and
- n. be contactable at all times during normal offices hours (08:00 to 17:00 Monday-Friday) for all patrol staff and for all administrative duties via Ext 2611 to ensure that one patrol person is available in the office or within radio contact at all times when on duty.

SSC responsibilities

The SSC is responsible for:

- o. Processing the deductions for Staff Car Parking as part of payroll run;
- p. ensuring that the appropriate authorisations have been received from the employee to make the deductions; and
- q. providing upon request from the Client FM Team an up to date list of staff that pay for parking.

Council Staff responsibilities:

- r. Staff are required to follow the processes of this Policy when applying for and operating a staff car park permit;
- s. staff are required to comply with the Terms and Conditions of Use of all Haringey staff car parks (see Appendix 2);
- t. staff are required to pay the relevant parking permit charges and accept that failure to do so will invalidate an issued permit;
- u. staff are required to obtain written authorisation on their application form from a senior manager to support the application for a staff car parking permit;
- v. if an approved staff car park permit user changes vehicle permanently or temporarily the individual must inform the FM Client Team of the changes;
- w. the FM Client team will notify the FM Contractor of the change and request that a new permit is issued. Users cannot have more than one valid staff car parking permit at any given time. Users who own more than one car will be able to register their other cars on a single permit, however only one vehicle can be parked in a staff car parking facility on any given day;
- x. all permit holders are entitled to one free change of permit details during the life of the permit. ALL additional change requests will carry a £5 administration charge; and

- y. staff must apply using the permitted application window.

Performance Management

The FM Contractor and the Council's FM Client Team will work jointly to ensure that the Policy is implemented efficiently. The FM Contractor will ensure that effective management systems are in place to monitor, control and performance manage the car parking facilities on various sites. The FM Contractor will report back to the FM Client Team on a monthly basis, relevant information on monitoring of parking, trends and follow up action taken.

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Appendix 1: Staff Car Parking Costs (to be reviewed as part of this policy)

The current monthly staff car park permit rates as at 1st January 2016 are £25.75 and VAT of £5.15 operated via salary sacrifice in case of Council employees.

In opting for **Salary Sacrifice** the sum of £25.75 is deducted from gross pay resulting in the individual saving on Tax and NI (approx £7.70).

Agency workers and consultants will be invoiced directly for the car park charge and will be required to provide details for invoicing at time of application.

There is no charge for Blue Badge holders.

Once a Staff Car Park Application has been approved, the Application is automatically sent to SSC for deduction from the employee's salary.

Staff car permit charges are dependent upon the full time/part time status of the member of staff concerned. Car park permit costs are non-refundable. Should a Car Park Permit Holder be away from work for a long period of time, they should inform the FM Client Team to cancel their permit payments through SSC. Staff will be required to reapply for a permit on their return to work. There may be a £5.00 charge for replacement permits.

Charges will be reviewed regularly. Any proposed increases will be considered as part of the annual review of fees and charges and the subject of communication with staff.

Appendix 2: Parking Rules and Regulations

The following rules must be observed when using any Council Staff Car Park; failure to do so may result in the withdrawal of the staff member's parking permit.

1. All staff are required to display a valid and up to date staff car parking permit when parking in staff areas. This permit will have an annual expiry date and staff will be responsible for renewing their permits. Vehicles parked in the designated staff parking areas without displaying a valid permit will be subject to enforcement action such as a fixed penalty notice.
2. Permits may only be used for the cars registered on the Car Park Access Permit. Please note: up to two car registrations can be recorded on any one staff permit.
3. Permit holders must inform the FM Client Team of any changes to their circumstances or their car registration details without delay.
4. Every effort should be made by the employee to ensure his/her permit and barrier access card/fob are not lost or damaged, as they are of value. Lost or damaged permits and barrier access cards/fobs should be reported to the FM Client Team and a replacement will be organised. There may be a £5.00 charge for replacement permits/barrier access cards/fobs. If the charge is not paid, the staff member will not receive the replacement.
5. If the staff member's vehicle is stolen, s/he should produce a copy of the Police Crime Report number to the Client FM Team who will issue a replacement permit free of charge.
6. Parking Permits, access cards and access fobs remain the property of the Client FM Team. They must be returned to the Client FM Team on or before termination of service at the Council or a replacement charge will be levied. The Client FM Team reserves the right to withdraw permits at its absolute discretion or to change the areas where car parking is allowed.
7. Permit holders must park in designated car parks only.
8. Unauthorised parking may result in the permit being withdrawn.
9. The possession of a permit does not guarantee a parking space.
10. The Council cannot accept liability for any loss or damage to any vehicle parked in a designated parking area arising from the acts of third parties e.g. vandalism, theft or accidental damage.
11. Fraudulent use by a staff member of a permit will be formally reported to the Council. This may result in disqualification from the staff parking scheme and disciplinary action.

Appendix 3: Process for administering applications

The following process is to be followed by Client FM Team, Facilities Management, and Payroll services in the administration of staff car parking applications.

- a. On receiving an application, the Client FM Team will assess this against staff car park permit allocation criteria detailed within sections 6 to 14 and Table 1 of the Staff Car Parking Policy.
- b. The Corporate Landlord team will make a decision to approve or reject the application in line with the policy criteria.
- c. The Client FM Team will check the current car park locations and review whether there is sufficient capacity.
- d. In the event that the requested car park is full, the Client FM Team will notify the applicant of any vacancies in other staff car parking facilities.
- e. If the application is rejected the Client FM Team will notify the Staff member and the staff member's manager who approved the application of the reason for the rejection.
- f. The Client FM Team will record all approved staff car parking permits in a database.
- g. The Client FM Team will forward to SSC the name and payroll number of all approved staff car parking applications for Council employees and will use the information to confirm the deductions from the individual's salary.

Appendix 4: Staff Car Parking Application Form

HARINGEY LONDON – CORPORATE PROPERTY SERVICES

PERSONAL DETAILS - CONFIDENTIAL

The London Borough of Haringey requires the following information for the purpose of providing you with allocated parking. We undertake not to process your information in any manner incompatible with this purpose nor disclose this information to any 3rd party other than the Council's Facilities Management contractor without your explicit consent.

<p>This request is for:</p> <ul style="list-style-type: none"> <input type="radio"/> new employee <input type="radio"/> an existing employee <input type="radio"/> agency worker / consultant/ Contractor/external public body <p>(the last category will require a cost centre to be supplied by the authoriser or Invoicing details to be supplied by the agency worker /Consultant)</p>	<p>SURNAME:</p> <p>FIRST NAME:</p>	<p>Which criteria are you applying under (please highlight:</p> <ul style="list-style-type: none"> a) P1 Blue Badge' holder or Mobility issues (please supply copy of Blue Badge) b) P2 Essential User (A) see Staff Car Parking Policy for further information c) P3 Essential User (B) –see Staff Car Parking Policy for further information d) P4 Restricted Mobility see Staff Car Parking Policy for further information)) Manager to attach medical evidence and supply end date e) P5 Reasonable adjustment for disabled staff f) P6 Out of Hours Working g) P7 Nominated Carers h) P8 Car Sharer (attach letter from other user) i) P9 Casual Users
<p>EMPLOYEE NO: (<i>for employees of the Council only</i>)</p>	<p>ID BADGE NUMBER:</p>	
<p>HOME ADDRESS:</p> <p>HOME TELEPHONE:</p> <p>CONTRACTED WEEKLY HOURS:</p>	<p>PRESENT CAR PARK USED (<i>If applicable</i>):</p>	
<p>DIRECTORATE/COMPANY/EXTERNAL ORGANISATION:</p> <p>SECTION:</p>	<p>CAR REGISTRATION NUMBER:</p>	
<p>COUNCIL BUILDING LOCATION:</p> <p>FLOOR:</p>	<p>CAR MAKE/MODEL:</p>	
<p>WORK TELEPHONE NO:</p> <p>WORK MOBILE NO:</p>	<p>Does either the overall height of your vehicle exceed 1.98 metres (6'2") or the overall length exceeds 5.25 metres (17' 3")?</p> <ul style="list-style-type: none"> <input type="radio"/> yes <input type="radio"/> no 	

I certify that the information I have given in this application is correct.

I understand that the parking facility is attached only to the post/role I currently occupy and that if I transfer post/role may lose the right to parking facilities.

The right to park is unassignable and that if it is found that I have transferred my pass/key/fob/card to another member of staff it may lead to disciplinary action.

It is the responsibility of each staff member to return the pass/key/fob/card to 'Corporate Landlord', Level 6, Alexandra House on leaving the Authority or Service.

(If the staff member is a Council employee) If the Council issues me with a car parking permit, I authorise the Council to deduct from my monthly salary the amount the Council determines from time to time should be charged for the issue to me of the car parking permit.

I understand that my car parking allocation will be based on the above information. If this information is discovered to be inaccurate or changes according to the needs of the post I am in, I agree that it may be necessary to review these arrangements and that my allocation may change as a result.

SIGNED: DATE:

(Applicant).....Date.....

I believe the above information to be true, attach a completed Assessment Form and approve the issue of a car parking permit.

Signed (Manager).....Date.....

Print Name

Head of Business Unit AUTHORISATION (print name)

SIGNED

COST CENTRE: (if applicable)..... DATE

INVOICING DETAILS: (if applicable).....

Completed forms should be sent to the CorporateLandlord@haringey.gov.uk mailbox box.

For office use:

PAYROLL yes/no DATE SENT.....

FINANCE yes/no DATE SENT.....

FM SUPPORT yes/no DATE SENT.....

PERMIT NO..... DATE ISSUED.....

Appendix 5

Assessment Form for Managers

Staff Member's Name & contact details	
Department	
Car make, model & registration number	

Question	Essential user criteria	Answer
Priority 1	Does the staff member hold a Blue Badge and/or need parking on-site due to mobility issues as certified by Occupational Health? Please provide copy of BB Certificate. <u>These bays are deducted from the total capacity prior to allocation to other users.</u>	Yes / No
Priority 2	Does the staff member require use of a private vehicle in the <u>course of their</u> work on the majority of their working days and travels in excess of 1600miles each calendar year on Council business? (travel between home and place of work is not included)? Proof will be required i.e. copies of recent travel claim forms)	Yes / No
Priority 3	Does the staff member require a car available at all times for providing an emergency response which requires immediate attendance at an incident and where the use of public transport would not allow a quick enough response?	Yes / No
Priority 4	On an occasional basis staff with temporary mobility problems may be offered a parking space only for the duration of their disability (up to a maximum of 12 weeks). A letter from a medical practitioner or certification from Occupational Health that the staff member needs to use a car to travel between their home and their place of work or to carry out their duties, is required and allocation of this space on these grounds is at the discretion of the relevant *Head of Business Unit and Client FM Team provided space is available	Yes / No Yes / No

Priority 5	All disabled staff member who due to mobility issues require use of a car at least once a week as a reasonable adjustment to carry out their duties. Occupational Health must confirm that in their view the staff member is disabled for the purposes of the Equality 2010 Act and due to mobility issues the staff member requires use of a car at least once a week to carry out duties or to travel between their home and their place of work	Yes / No Yes / No
Priority 6	Does the staff member regularly work outside normal working hours as part of their contractual duties and does s/he need the security of a vehicle? (normal working hours deemed to be 07:00 to 21:00, Monday to Friday)	Yes / No
Priority 7	Does the staff member care for a dependent person, being a direct family member who lives with them, who undertakes these duties on at least a weekly basis, who is registered as a carer with the local authority and who may be called on at short notice to deal with crisis situations? (Manager to be provided with evidence of registration)	Yes / No
Priority 8	Has the member of staff provided information of two or more staff, who will share a vehicle between the home and the workplace, and who are both accepted for a Staff Car Park Permit through the application process. Have the staff members registered on Haringey's Car Sharing website (to be launched in June 2016) and agree to actively share the vehicle for at least 50% of journeys between home and the workplace .	Yes / No
Priority 9	Does the staff member often use their car for work purposes although their post is not designated as requiring a car? Spaces unallocated under the above criteria will be made available to casual user staff on application, on a first come first served basis. The allocation may be withdrawn at any time to accommodate a request under any of the above criteria.	Yes/No

I believe the above information to be true

Signed (Manager).....Date

Print Name.....

This form needs to be fully completed and returned to CorporateLandord@haringey.gov.uk with the Staff Car Park Permit application/renewal form otherwise a permit will not be issued.