

 <p>NEL Learning & Growing All people in NEL fulfil their potential through skills & learning</p> <p>I Investing in Our Future All people in NEL benefit from sustainable communities</p> <p>V Vitality & Health All people in NEL enjoy good health & well being</p> <p>E Economy & Strength All people in NEL enjoy and benefit from a strong economy</p> <p>Safe & Secure All People in NEL feel safe and are safe</p>	Internal Ref:	NELC. Concessionary Parking Procedures
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North East Lincolnshire Council

Concessionary Parking Procedures

Guidance on the management of, conditions relating to and processing of requests for Concessionary Parking Permits and requests for temporary free or concessionary parking arrangements.

North East Lincolnshire Council work in partnership with ENGIE, any reference to ENGIE is with the authority of North East Lincolnshire Council.

Document History			
Date	Amendments made	By Whom (name/job title)	Stakeholders Approval (Name, Job title / Organisation)
2018		Lynne Owen – Parking Manager	

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1. Background

Historically concessions for parking have been provided for a variety of reasons including;

- displacement due to pre-existing parking provision being removed to enable development.
- assisting charities.
- enabling temporary events.

The issue of a parking concession supports the council's priorities of a stronger economy and stronger community by supporting charities and businesses at the heart of the community.

2. Aim

This document outlines the procedures relating to any requests for the renewal of existing concessionary parking permits and also for any new requests which may be received, as well as outlining some of the conditions surrounding the concession. These procedures aim meet a number of the high level outcomes that the council and its partners aspire to achieve to ensure prosperity and wellbeing for the residents of North East Lincolnshire:

- Enjoy and benefit from a strong economy.
- Feel safe and are safe.
- Enjoy good health and wellbeing.
- Benefit from sustainable communities.

3. Displacement – Existing Arrangements

In instances where individuals or businesses have already been given access to a concession due to the restriction of access to or the removal of parking provision the council through its partner ENGIE will invoke the following conditions:

- Permits will be valid for a period of 12 months commencing on 1st April of that year and expiring on 31st March the following year.
- Applications must be made to Parking Services for the concession on an annual basis by way of an application form and payment.
- An administration fee of £15.00 per permit will be required in order for Parking Services to process the application.
- As part of this application process the applicant may be contacted by an Officer of the local Transport Team in order to create a Personal Travel Plan. This will help to introduce the applicant to other sustainable travel options in keeping with those outlined in the Local Transport Plan (LTP) and in turn may reduce the requirement for a concessionary permit moving forward.

- ENGIE's Parking Services will be responsible for processing any applications received and issuing the permits. The number of concessionary permits allocated and the location where these are valid for use will be determined by the Parking Services pending review of any application submitted.
- Permits are non-transferrable and cannot be reallocated to another applicant.
- Permits will be issued electronically by way of an E-permit. This will be assigned to the applicants vehicle registration mark specified upon application. Therefore, should the applicant change their vehicle they must notify Parking Services allowing at least two working days (Monday to Friday excluding Bank Holidays) for the E-permit to be amended.

4. Displacement – New Requests

For any new requests made for concessionary parking arrangements caused by the restriction of access to or the removal or parking provision, the council and its partner ENGIE will consider the following:

- Was the loss of parking provision a direct result of the actions of the council?
- Does the request originate from someone who was entitled to park there in the first place?
- What are the financial implications of providing a concession?
- What are the alternative transport methods in that location?
- How many individuals have been affected?
- How many parking spaces have been lost?
- Where is the nearest alternative provision?

Once a concession has been approved, the location of the concession, any payment required and any limit imposed on the number of applicants will be communicated to the applicant and an application pack will be sent out. Upon receipt of the application, the council and its partner ENGIE will invoke similar conditions to those used for [existing requests](#).

5. Concessionary Permits – Charities

Both existing and future applications for concessionary parking permits received from charities will be subject to the same conditions as those applying due to [displacement](#) with the following additional condition:

- Concessionary permits will only be issued to organisations who can demonstrate they are a registered charity.

6. Temporary Concession / Free Parking Requests - Events

Occasionally requests are made to the Service Area and/or Council to temporarily waive or reduce the parking charges in one or more of the council's Pay and Display car parks in support of an event (for example, the provision of free parking for volunteers at a charity fundraising event). Requests may be received from a variety of sources

including community groups, charities, social enterprises and businesses. A request could be to waive or reduce charges for; specified vehicles, a specified number of bays or section of a car park, a whole car park or multiple car parks.

Before approving a request the following must be considered:

- What are the financial implications?
- What is the impact on parking availability for other car park users?
- Will it have a negative impact on adjacent businesses?
- Will it have a negative impact on the Council's reputation?

Each request will be considered on a case by case basis and no decisions made will set a precedent for any requests received thereafter. The council reserves the right to refuse a request.

As these requests are generally received by ENGIE, where a request does not pose any foreseeable risk to the council, ENGIE may approve and administer a request.

Where a request has not been identified through the Event Safety Advisory Group (ESAG) process, event organisers should, as an alternative, forward their request to carparkingissues@nelincs.gov.uk typically allowing 30 working days prior to the date of the event. Should a request be for a large volume of vehicles/bays, involve an entire car park or multiple car parks the request may then be referred to the council for approval and thus this may take in excess of the 30 working days to process. Generally requests of this nature are for larger events planned over a longer period of time so organisers are urged to make their request at the earliest opportunity to avoid disappointment.

Parking Services do not have the facility to temporarily reserve bays and therefore cannot guarantee a parking space. As such, the majority of requests received will be managed by way of temporary permits. Depending on the circumstances of the request these may be issued electronically to predefined vehicles or in a hard copy format to be circulated by an event organiser. Applicants will therefore be advised that whilst permits have been issued the use of the car park is on a first come, first serve basis and guidance may be given on peak times in order to minimise the probability of disappointment.

For events where there is a requirement to reserve bays or a section of a car park and it is imperative that this happens to enable the event to proceed, Parking Services will refer the request to ENGIE's Highways and Transport Operations department in order for them to facilitate this and the procedure for Traffic Cone Hire will be followed (see 'Appendix A'). The hiring of cones carries a charge which will be relayed to the event organiser. Upon receipt of their payment the request will be confirmed.