

HAYES CLOSE PARKING PERMIT SCHEME

TERMS AND CONDITIONS

1. Description of the Parking Permit Scheme

- 1.1 A parking permit scheme has been established in Hayes Close since 1 June 2010.
- 1.2 HCPL reserves the right to terminate the scheme at any time.
- 1.3 Parking permits will be required for all vehicles parked in Hayes Close on land owned by the Freeholder.
- 1.4 This parking permit scheme does not set a precedent for any future parking solutions implemented by HCPL and does not guarantee a set number of parking permits per property.
- 1.5 HCPL does not guarantee any permit holder a parking space in Hayes Close.
- 1.6 Under no circumstances may a vehicle be parked in Hayes Close without displaying a valid parking permit.
- 1.7 HCPL does not accept any liability whatsoever in respect of loss or damage.
- 1.8 For the purposes of this parking scheme the term 'Resident' means a person whose main address is a property in Hayes Close. For the avoidance of doubt, a Leaseholder is not recognised as a Resident unless they live at their Hayes Close address, and this is their main address.

2. Parking Enforcement

- 2.1 Parking Enforcement will be used during the parking permit scheme.
- 2.2 Vehicles parked in Hayes Close without fully displaying a valid parking permit will be subject to such parking enforcement.
- 2.3 It is the responsibility of the Residents to ensure that they have the valid parking permits for their vehicles parked in Hayes Close, and that their permit is fully and correctly displayed. The Freeholder will take no responsibility for any vehicle that is ticketed or clamped.

3. Parking Permits

- 3.1 A Residents parking permit will be made available for each vehicle that is owned by a current Hayes Close Resident and can be proven to be registered to their Hayes Close address, by means of a valid DVLA Vehicle Registration Certificate (V5), and where full payment has been received for the duration of the permit.
- 3.2 A Residents Parking Permit is valid only for the vehicle it is issued to, for the duration shown on the permit.

- 3.3 A Residents parking permit is chargeable at £50 per year for the first vehicle per property, £75 per year for a second vehicle per property and £100 per year for a third vehicle per property. A maximum of three Resident Permits may be issued to any one property.
- 3.4 Resident parking permits that are no longer required can be returned to HCPL, whereby a refund may be given for each complete month still remaining.
- 3.5 Visitor parking permits are chargeable at £2.00 each, and are available to purchase in batches of 10 permits. Residents are able to purchase a maximum of 20 permits per property per 3 month period.
- 3.6 Unused Visitor parking permits, still in good condition, that are no longer required can be returned to HCPL, within 3 months of their original issue, whereby a full refund of £2.00 may be given.
- 3.7 Visitor Parking Permits are for single use and are valid for a maximum period of 24 hours. Visitor Parking Permits must be fully completed to be valid.
- 3.8 Visitor Parking Permits should only be used for a Residents' genuine visitors.
- 3.9 The Resident to whom Parking Permits are issued is fully responsible for their use.
- 3.10 All Parking Permits remain the property of the Freeholder and are non-transferable.
- 3.11 All Parking Permits will be serial numbered and will show the vehicle's registration.
- 3.12 Only vehicles in use and fully taxed will qualify for a parking permit, permits will not be issued for SORN registered vehicles.
- 3.13 There are two permit application deadlines per calendar month, the first and third Friday of each month. Completed applications and full payments received by each deadline will be processed and distributed within 9 days. It is the responsibility of the Resident to ensure they meet these deadlines for relevant parking permits to be issued.
- 3.14 If a Resident changes their vehicle, their old permit must be returned before a new permit can be processed and issued. It is the responsibility of the Resident to make alternative arrangements for parking their vehicle whilst their new permit is being processed.
- 3.15 All permit applications should be made via www.hayescloseproperty.co.uk by completing and submitting the relevant online form and making full payment.

4. Display of Parking Permits

- 4.1 All Parking Permit must be fully displayed in a conspicuous position on the front windscreen of the vehicle throughout the duration of the scheme. Failure to do so may result in parking enforcement.

5. Lost, Stolen or Damaged Parking Permits

- 5.1 In the event that your Parking Permit is lost, stolen or damaged you should immediately contact the Freeholder at hayescloselg@hotmail.co.uk .
- 5.2 Replacement permits are subject to a charge of £10.00.

6. Misuse of Parking Permits

- 6.1 Where it appears to the Freeholder that there has been misuse of a parking permit, the Freeholder may revoke the permit upon giving the relevant Resident 5 days' notice.
- 6.2 In such a case, the permit must be returned immediately.

7. Variation

- 7.1 The Freeholder can vary these terms and conditions at any time and will notify all Residents in writing if it does this. The Freeholder will consider that Residents have accepted these changes if they continue to use and keep their parking permit(s).
- 7.2 If a Resident does not accept any changes to these terms and conditions they must return their parking permit(s).

8. Authorised Parking Areas

- 8.1 The diagram shown at Annex 1 identifies the areas authorised for parking in Hayes Close. Please note the purpose of the diagram is not to show the exact parking positions of vehicles, but to show those areas where parking is prohibited or restricted.
- 8.2 The areas indicated by 'A' on the diagram are those areas that provide access to properties. Vehicles must not obstruct this access. Adequate space must be left for access in and out of all properties. Enough access should be allowed for wheelie bins, pushchairs, bicycles/motorcycles, etc..
- 8.3 The areas indicated by 'B' on the diagram clarify how vehicles should be parked in the top corners of the Close to prevent obstructions and problems with manoeuvrability for other vehicles. Again, the diagram is not showing the exact positioning of the vehicles, but is being used to demonstrate that vehicles in these areas must be parked parallel close to the hedging and not at an outward angle.
- 8.4 The areas indicated by 'C' on the diagram clarify how vehicles should be park at the neck of the Close. From New Writtle Street facing into the Close vehicles must only be parked on the right hand side.
- 8.5 Permit holders are asked to park sensibly, making best use of the limited space available, without blocking access or causing an obstruction.