

The Charity of Mrs Mabel Luke

Charity Commission Reg. no: 236518

Registered Provider no: 4840

Parking policy and procedure

Objective

The purpose of this policy is to set out the policy and procedure under which parking permits are issued to households' resident at Mabel Luke Place.

1. Introduction

The car park at Mabel Luke Place is for use by residents, their visitors, and people attending to carry out maintenance or other essential work authorised by the Charity and the Directors.

The Charity uses an outside company, currently UK Car Park Management (UKCPM), to control the parking. UKCPM has installed the necessary signage at Mabel Luke Place and has the power to issue penalty notices for infringements. Any appeals should be made to the company and not to the Charity.

There are 19 parking bays, each of which is marked. Some are for use by visitors, others have been numbered and allocated to specific flats. Permits must be displayed by all vehicles using the car park.

An appropriate permit (Resident or Visitor) must be always clearly visible on the dashboard or windscreen of a car. Motorcycles need not display a permit, but the same parking rules apply.

2. Issue of parking permits

Each resident household is issued with a single Visitor parking permit on arrival in Mabel Luke Place, to be used only in bays marked 'Visitor'. These are available on a first come, first served basis. If all bays are full any additional vehicles must be parked off-site.

A resident household may also be issued with one Resident parking permit after providing evidence to the Charity that:

- they are the legitimate user of the vehicle they wish to park at Mabel Luke Place
- the vehicle is taxed and insured appropriately.

The Charity will allocate the resident household a numbered parking bay and a Resident parking permit that shows the number of the bay to be used and the registration number of the vehicle that may be parked there. If the resident household changes the vehicle, the Charity must be given the replacement vehicle's registration number and will issue a new parking permit. The old parking permit will be cancelled. If the resident no longer has a vehicle the Resident parking permit must be returned to the Charity.

Only one Resident parking permit will be issued for each flat. If the household has a second vehicle, authorisation should be sought from the Charity to park it at Mabel Luke Place.

Authorisation will be considered only where there are two adult occupiers named on the household's residency licence. If authorised, the second vehicle should be parked in a Visitor bay, if available, using the Visitor permit. If no Visitor bay is available, they must park off-site.