

Isle of Wight Council
PARKING POLICY
(STAFF AND
COUNCILLOR)
August 2021

1 Document Information

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V3	December 2015	Approved
V4	November 2017	Review.
V5	August 2021	Transfer to a newer council template, review of policy and amendment to long stay car parks no longer being town specific upon application of permit.

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If you have difficulty understanding this document, please contact us on 01983 821000 and we will do our best to help you.

3 Introduction

This policy sets out the arrangements that have been put in place to provide parking concessions for staff and councillors to park at the location where you are conducting your work or council duties.

Staff/councillors wishing to use a vehicle for work or council duties will be required to purchase a permit. Monthly permits and daily permits are available to cater for the different styles of visits or lengths of stay required. All permits will need to be applied for using the MiPermit system and payment will be taken by credit/debit card.

Other workplaces/parking places may be brought into the parking at work charging policy at agreed times, as a result of the council's phased review of its parking places order.

Any amendments to the designated areas or the charging regime for staff car parking will only be introduced after consultation with recognised trade unions.

Staff and councillors with permits are reminded that they must comply with the conditions set out in the council parking places order. Misuse of a parking permit may result in the issue of a penalty charge notice and/or its withdrawal from use and disciplinary action (staff) or, referral to the Monitoring Officer (councillors).

Further advice and guidance can be found via the [MiPermit – Staff and Councillor Permit User Guide](#)

3.1 When is a permit required?

If staff or councillors use a car parking space during the working day / whilst conducting council duties, which is within a designated area of the council's parking order (which includes the inner carpark at County Hall), they will be required to park in accordance with the regulations set out.

Councillors are required to display their 'M' badge in their car when parking in the inner car park. This is issued by the democratic services team and is a means to show entitlement to park in the designated areas.

This means that for staff permit holder only car parks, a staff/councillor permit must be purchased. For long stay pay and display car parks, either a staff/councillor permit or a long stay car park permit must be purchased, or alternatively, payment for parking can be made at the machine or via paybyphone

NB; staff/councillor parking permits will allow you to park within all of the below car parks for work or council duties purposes (only), during your working day. The permit is not valid for personal use (such as whilst absent due to annual, maternity or sick leave) or for any other personal reason. Misuse of the permit may result in disciplinary action (staff) or, referral to the Monitoring Officer (councillors).

3.2 Car parks

For ease of reference the list below provides details of all of the relevant long stay car

parcs in the respective towns. The car parks are subject to change in accordance with the Isle of Wight Council Parking Places Order.

LONG STAY CAR PARKS	
Lane End, Bembridge	Fort Street, Sandown
Shore Road, Bonchurch	Station Avenue, Sandown
High Street, Carisbrooke	Yaverland, Sandown
Brunswick Road, Cowes	Pier Road, Seaview
Mornington Road, Cowes	Puckpool Park, Seaview
Blackgang Viewpoint, Chale	The Duver, Seaview
Avenue Road, Freshwater	The Duver, St Helens
Colwell Bay, Freshwater	Atherley Road, Shanklin
Freshwater Bay, Freshwater	Esplanade Gardens, Shanklin
Moa Place, Freshwater	Hope Road, Shanklin
New Road, Lake	Orchardleigh Road, Shanklin
Coppins Bridge, Newport	Spa Site, Shanklin
Medina Avenue, Newport	Winchester House, Shanklin
Medina Campus, Newport	Broadway, Totland
Newport Harbour South, Newport	Central High Street, Ventnor
Newport Harbour North, Newport	Dudley Road, Ventnor
Seaclose , Newport	Eastern Esplanade, Ventnor
Appley Park, Ryde	La Falaise, Ventnor
Garfield Road, Ryde	Market Street, Ventnor
Green Street, Ryde	Pound Lane, Ventnor
Lind Place, Ryde	The Grove, Ventnor
Quay Road, Ryde	Brannon Way, Wootton
St Thomas' St (Upper & Lower) Ryde	River Road, Yarmouth

Staff/Councillor Permit Holders Only Car Parks	
County Hall, Newport	Orchard Street, Newport (library staff only)
Hillside, Newport	The Heights, Sandown
Jubilee Stores, Newport	Westridge, Ryde

3.3 Consultants/agency/contractors

Interims, consultants and other contractors that are not directly employed by the Council are not covered by this policy and therefore would have to pay for parking at the rate of either a daily parking fee in pay and display or purchase of a full permit. Agency workers however are treated as staff and councillors and therefore eligible to apply for a 'staff' permit.

3.4 Cost

Monthly permits can be purchased at the cost of £15 per month, or £10 for staff paid below Grade 4 (or equivalent before deductions). A daily permit can be purchased at the cost of £1.10, or £0.70 for staff paid below Grade 4 (or equivalent before deductions). Pay grades are available with [Appendix A of the Pay Policy](#).

3.5 Usage

The permit is only valid whilst the vehicle is being used by you, for legitimate work or council duty purposes. The permit is not valid for personal use (such as whilst absent due to annual, maternity or sick leave) or for any other personal reason.

If you are required to park (for work or council duty purposes) in a location outside of those identified in section 4.2 and parking charges apply, you will be required to pay the appropriate charge and reclaim the expenses incurred. Where there is suitable available parking which your permit covers, even where this is not immediately at your location, these costs will not be reclaimable. To be clear, you cannot claim (or use a procurement card) for the cost of parking at your usual place of work as you will need to ensure you are covered by a staff parking permit.

3.6 Payment

Payment for your permit will be required by credit/debit card at the time of application. Up to two vehicles can be selected when applying for a permit, however, your permit will only cover you for one car at a time. Should you have the use of a temporary or courtesy vehicle, you will need to update the details within your MiPermit account before parking. If you do not update your vehicle details promptly and subsequently receive a PCN, you will need to follow the formal appeal process as detailed on the reverse of the penalty charge notice.

3.7 Applications

Applications for Permits can only be made via MiPermit. If you do not already have a staff/councillor MiPermit account, **please email parking.services@iow.gov.uk with your name, job title and the name of your Line Manager. Councillors will just need to confirm their name and email address.** Parking Services will then create an account for you. Following the creation of your account a confirmation email will be sent which will enable you to log in to the MiPermit portal and complete the account set up to apply for your permit.

3.8 Issuing of permits

Staff/councillor permits will be issued using our virtual permit system, you will **not** be provided with a permit to display in your vehicle.

3.9 Motorcycles

Motorcycles can park in the designated motorcycle parking spaces within the Council car parks free and without the need for a permit.

3.10 Pool cars

If due to the nature of your role, you are required to use a pool car for the duration of the working day for service delivery, the pool car will have a permit inside it which you simply need to place in your personal vehicle. If travelling in pairs due to the nature of the role, two permits will be available in the pool car for each personal vehicle. Pool car eligibility is down to service requirements.

3.11 Cancellation

If you wish to cancel your permit, you should cancel your permit through the MiPermit account or alternatively, you can request cancellation by emailing parking.services@iow.gov.uk

4 County Hall Car Park

County Hall car park is designated for permit holders only Monday to Friday 8am to 6pm. Pay and Display is applicable all day on Saturday and Sundays and Monday to Friday between the hours of 6pm to 8am.

Please be aware that pay and display tickets are not valid for use in the County Hall car parks from Monday to Friday between the hours of 8am to 6pm.

There are two defined parking areas within the County Hall Complex: the lower car park and the inner car park.

Within the inner car park of the County Hall car park, only visitors, councillors, staff with special requirements and specified senior officers are able to park, again with the relevant parking permits.