

Council Offices Car Park Use Policy

1. The purpose of this policy is to reduce the amount of unauthorised parking & provide hospitality parking spaces for bona fide guests and visitors.
2. This policy replaces any previous policy, or grace and favour arrangements with other users.
3. The car park to the rear of the Council Offices comprises 16 marked spaces altogether, which includes 4 marked spaces for Gaze & Sons and 12 spaces for Council/Registrar use. Any other use is at the discretion of the Town Clerk/CEO.
4. The Council spaces are for the use of staff, members and approved visitors calling at the Council Offices on official business. They are not for general use by members of the public except with the permission of the Town Clerk/CEO. Signage to be erected specifying 'cars parked at own risk, private car park.
5. For all other users, a charge of £5 per day.
6. Two spaces are reserved for the Town Mayor and the Town Clerk.
7. Three spaces are reserved for the registrar/deputy registrar, their customers and/or a wedding car.
8. All other spaces will be identified with the words "The Council."
9. All other staff and members of Council will be issued with a parking permit which must be retained in their vehicle to display on the dashboard of their car while it is parked. *Parking to be on a 'first-come, first served' basis.*
10. On Saturdays when a marriage is being conducted the registrar may be permitted to reserve and identify 3 further spaces subject to availability, (excluding the Mayor's and Clerk's spaces, for the duration of the ceremony and for 1 hour thereafter.
11. On other days from Monday to Friday the registrar may reserve additional spaces to the three reserved spaces for marriages, by prior arrangement with the Town Clerk/CEO.
12. The car park will remain open for members parking on evenings when there is Council meetings.
13. Council has no facility to impose sanctions on motorists who infringe these regulations, but polite warnings will be issued to persistent offenders.
14. All staff, Councillors, Gaze & Son, the Registrar Service will be made aware of this policy.