

Redditch Borough Council (Off-Street Parking Places)
Order 2024

Schedule 2 – Staff Permits

1. The Council may issue staff permits to enable members of staff to park in some of the parking places referred to in this Order for the purposes of their employment.
2. Members of staff who are based at or work regularly at the Town Hall in Redditch may be issued with a Virtual Car Park Permit for either Trescott Road Car Park, the Town Hall Car Park and/or Market Traders Car Park. The allocation of such permits will be decided by the appropriate Head of Service as detailed in the relevant Car Parking Policy.
3. Members of staff who require use of other car parks included in this Order in the course of their duties, may apply for a staff permit through their Head of Service or Director. The application must state the name of the member of staff, the registration number of the vehicle to be used, the date from which the permit is to be used, and identify the car park or car parks to be used.
4. Members of staff may only use the parking permit for work purposes from Monday to Friday unless otherwise agreed.
5. Parking at these car parks is available on a first come first served basis. Members of staff who hold a permit who cannot find an available parking space should park in an alternative Council car park.
6. Virtual Car Park Permits will be administered via a virtual permit system. Each member of staff will be responsible for their own virtual permit system account including updating the nominated registration number.
7. Only one registration number is applicable to the staff parking permit at any one time. Should vehicles be changed, the staff member is responsible for updating the information prior to the permit being used.
8. Any vehicle parked on a car park is parked entirely at the owner's risk; the issue of a staff permit by the Council does not impose on the Council any liability for any loss or damage to any vehicle issued with a permit or its contents with the exception of such loss or damage due to negligence on the part of the Council.
9. The staff permit shall only be valid if the member of staff is engaged solely on Council business. The use of a staff permit for other than official Council duties may lead to disciplinary action, withdrawal of the permit, and a Penalty Charge Notice may be issued

10. Members of staff who are not eligible for staff permits but who are obliged to make use of car parks included in this Order in the course of their duties should seek authorisation to park in the car park in advance.
11. Staff members should only park in the applicable parking bays and should not park in reserved bays for other specific users unless authorised.
12. Disabled badge holders may park in the disabled bays with the valid badge displayed clearly providing they also have a valid permit for the car park where their vehicle is parked.

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Schedule 3 – Other permits

1. The Council may issue Virtual Car Park Permits or Car Park Permits or to other internal and external businesses/individuals to allow authorised parking in some reserved bays in some of the parking places referred to in this Order for the purposes of their employment/contract.
2. Permit holders who are based at or work regularly at the Town Hall in Redditch may be issued with a Virtual Car Park Permit for either Trescott Road Car Park, the Town Hall Car Park and/or Market Traders Car Park. The allocation of such permits will be decided by the appropriate Redditch Borough Council Contract Manager as detailed in the contract.
3. Permit holders may only use the parking permit for work purposes unless otherwise agreed.
4. Parking at these car parks is available on a first come first served basis. Permit holders who cannot find an available parking space should park in an alternative Council car park.
5. Virtual Car Park Permits will be administered via a virtual permit system. Each permit holder will be responsible for their own virtual permit system account including updating the nominated registration number.
6. Only one registration number is applicable to the parking permit at any one time. Should vehicles be changed, the permit holder is responsible for updating the information prior to the permit being used.
7. Any vehicle parked on a car park is parked entirely at the owner's risk; the issue of a permit by the Council does not impose on the Council any liability for any loss or damage to any vehicle issued with a permit or its contents with the exception of such loss or damage due to negligence on the part of the Council.
8. The use of a permit for other than official work duties may lead to withdrawal of the permit and a Penalty Charge Notice may be issued.
9. Other drivers or visitors to the Town Hall who are not eligible for a permit but who are obliged to make use of car parks included in this Order in the course of their duties should seek authorisation to park in the car park in advance which the Council may authorise by issuing a Temporary Visitors Permit.
10. Permit holders should only park in the applicable parking bays as designated by their permit type and should not park in reserved bays for other specific users unless authorised.

11. Disabled badge holders may park in the disabled bays with the valid badge displayed clearly providing they also have a valid permit for the car park where their vehicle is parked.