

THE DISTRICT COUNCIL OF BROMSGROVE (OFF-STREET PARKING PLACES) ORDER 2007
Schedule 5 – Staff Permits

1. In this Schedule, except where the context otherwise requires, the following expressions have the following meanings;

'The Council'	means the Council of the District of Bromsgrove.
'Car park'	means any off-street parking place provided by the Council for members of the public.
'Permit'	means a written or printed form of ticket issued by the Council in accordance with and subject to the conditions of the scheme.
'Authorised vehicle'	means the vehicle displaying the permit with the registration number which is inscribed on the face of the permit.
'Prescribed fee'	means the fee which the Council has set.
'Holder'	a person to whom the permit has been issued.

2. The Council may issue to members of staff one permit for use on one vehicle which is operated by the applicant provided that the prescribed fee has been paid.
3. Members of staff who are essential car users (and may need to make use of Council car parks during the course of their duties) may apply for staff permits through their appropriate Head / Director of Service. The application will need to state the name of the member of staff, the fact that they are an essential car user, the registration number of the vehicle to be used, and the date on which the permit is to be used from.
4. Members of staff who require the use of a Council operated car park if they would not otherwise have access to adequate parking facilities may apply for staff permits through their appropriate Head / Director of Service. The application will need to state the name of the member of staff, the car park that they wish to use, the registration number of the vehicle to be used, and the date on which the permit is to be used from.
5. The vehicle registration number printed on the permit shall not be altered or substituted with a different number except by the Council on the application of the holder.
6. The permit shall only be considered to be valid if it is securely fixed to the windscreen of the authorised vehicle at the time of parking. Holders should not affix the permit so that it obscures their vision.
7. The permit shall only be valid in Council pay and display car parks printed on the front of the permit at all times until expiry providing a space is available and the person in control of the vehicle complies in all respects to the regulations and directions in place in the car park at that time.
8. The holder of the permit does not acquire any right in respect of the use of any car park (other than not having to make any payment to park) which are not enjoyed by members of the public using the car park.
9. Any vehicle parked on the car park will be parked entirely at the owners risk and all permits issued by the Council are strictly on the basis that the Council shall have no liability for any loss or damage to any such vehicle or its contents with the exception of such loss or damage due to an act or omission on the part of the Council.

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10. The permit shall only be valid if the member of staff is engaged solely on Council business. The use of a permit for other than official Council duties may lead to disciplinary action, withdrawal of the permit, and enforcement of an excess charge.

11. Members of staff who are not eligible for staff permits but who are obliged to make use of Council operated car parks through the course of their duties may purchase a parking ticket at the time of parking and have the fee paid for this ticket reimbursed through a mileage claim.