

## **ADDENBROOKE HOUSE, DARBY HOUSE & HALL COURT CAR PARK PERMITS**

### **TERMS & CONDITIONS OF USE**

1. Parking Permits are issued for use on Addenbrooke House, Darby House & Hall Court only, holders of which permits are entitled to an exemption from parking charges and some conditions subject to the terms of this policy.
2. The applicant shall provide registration details of the Vehicle(s) to the Council prior to the permit being used. Permits shall only be valid for use in the Vehicle(s) that they are issued for. Should any details provided as part of the application change, such as (but not limited to) the vehicle registration or frequency of travel for work purposes, the permit holder must update their details on the online permit system immediately
3. Any Permit issued must be displayed in a conspicuous position on the front windscreen of the vehicle the Permit is issued to, whilst parked within a parking place. Not displaying a permit, or displaying it in another part of the vehicle will result in penalty charges being issued, and penalty charges issued in these cases will not be cancelled.
4. Any vehicle (the owner of which is the holder or user of a Permit) that is parked without its Permit on display will be subject to the normal car park regulations and if applicable, charges then in operation, and the driver being responsible for any Excess Charge Notice incurred. This included where a vehicle issued with a permit is parked in any of these car parks, but not displaying the permit.
5. Permit holders may only use a visitors parking bay for a maximum stay of 40 minutes for loading/unloading with their permit displayed. Should a permit holder's vehicle be parked in a visitor space without a permit displayed, they are not entitled to park for three hours as a visitor, and appropriate enforcement action will be taken. Registration numbers in visitor spaces will be checked against the database for non-compliance with this term.
6. There is no queuing system in any staff car park, and queuing for a space is not permitted. Users found queuing for a space will be issued with a parking fine should this be observed. Users must proceed to another car park if no spaces are available.
7. Any Permit holder consistently incurring penalty charges, for any breach of Parking Regulations, could have their Permit withdrawn by the Council, or face disciplinary action.
8. The Car Park, or part thereof, may be closed for events during the year, during which times the Car Park may not be used by permit holders for the period of the closure.
9. If a Permit is mutilated, accidentally defaced, becomes illegible or the colour alters by fading or otherwise, or if the Permit is lost or destroyed, the Permit Holder must notify the Council immediately and/or return the Permit prior to the issue of a duplicate or replacement.
10. Replacement permits for loss or damage will be subject to an administrative fee. Replacement permits for illegibility or colour fade will be replaced at no charge.
11. The Council maintains the right to refuse issue of a Permit and the right to withdraw the use of permits at any time, for any valid reason.
12. The unauthorised copying by any device and the use of a copied Permit is an offence and will result in the prosecution of offenders.
13. Acceptance of the Permit(s) applied for will signify your acceptance and compliance with the Conditions of Use.
14. Any person found to be misusing any Permit issued to them, or breaching any of the above conditions or any other parking conditions, could have that permit withdrawn by the Council or

15. Disabled staff displaying a blue badge are entitled to park in a disabled bay all day.
16. Depending on your eligibility, one of the following permit types will be issued to your vehicle to allow a parking as follows:

Contact permit – Allows the permit holder to park in a reserved contact space at any time

Staff Permit

Red – Parking at the following locations:

- Addenbrooke House – Employee spaces only
- Darby House - Employee spaces only
- Hall Court – Areas A & B only

Purple – Parking at the following locations:

- Hall Court – Areas A & B only
- Southwater - level 3 or above

Southwater - Parking at the following locations:

- Southwater - level 3 or above

Member Permit - Allows the permit holder to park in a members space and employee parking space at any time at Addenbrooke House or Darby House

**Revision: 1**

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