

STAFF PERMITS SALARY DEDUCTION - TERMS AND CONDITIONS

1. Only Staff and members are eligible to apply for a staff permit for their vehicle which will allow parking in Council Long Stay car parks in accordance with the Charging for Car Parking at Work Policy.
2. Staff and member permits will be issued at the cost equivalent to £150 per year. (Or £100 for staff paid on or below Grade 1, or for staff, who through their contractual hours would be expected to earn less than this amount). Payment will be by salary deduction at the rate of £12.50/£8.33 per calendar month (including part months).
3. The Staff Permit will be issued from the 1st of the month in which they are applied for (unless an alternative month is requested) and are valid until the date specified on the permit. Please be aware that the permit is not valid until it is displayed in the vehicle.
4. Only one permit per employee/member will be issued and no person other than the employee/member is permitted to make use of the permit.
5. The staff permit is not valid for personal use and is not permitted to be used for parking your vehicle at any time other than when you are at work. Audit checks will be carried out on staff permits and disciplinary action will be taken for staff using the permit for personal use when not at work.
6. The issue of a permit does not guarantee the availability of a parking space. It merely entitles the relevant vehicle to park in any of the designated parking bays if there is sufficient space. Your permit cannot be used to park in any other area or zone and the vehicle must be parked wholly within a designated bay.
7. Your permit is linked to your registration number and as such will not cover the parking of any other vehicle. Should you have the use of a temporary or courtesy vehicle, you will need to contact parking services immediately, to enable alternative arrangements to be made to cover your parking. If you receive a penalty charge notice prior to notifying parking services of your temporary vehicle, you will need to follow the formal appeal process as given on the reverse of the penalty charge.
8. A replacement permit may be issued if you change your vehicle. You must notify parking services in advance. A replacement will not be issued without the original permit being returned.
9. If you wish to cancel your permit, you must return the permit to Parking Services by the third of the month to ensure that payroll can be notified prior to the cut-off point for salary deductions.

Car Parks for use with the Staff Parking Permit

Lane End, Bembridge Shore Road, Bonchurch High Street, Carisbrooke Brunswick Road, Cowes Mornington Road, Cowes Blackgang Viewpoint, Chale Avenue Road, Freshwater Colwell Bay, Freshwater Freshwater Bay, Freshwater Moa Place, Freshwater New Road, Lake Coppins Bridge, Newport County Hall Complex, Newport Medina Avenue, Newport Medina Campus, Newport Newport Harbour North, Newport	Newport Harbour South, Newport Seaclose Car Park, Newport Appley Park, Ryde Garfield Road, Ryde Green Street, Ryde Lind Place, Ryde Quay Road, Ryde St Thomas Street Lower, Ryde St Thomas Street Upper, Ryde Fort Street car park, Sandown Station Avenue, Sandown Civic Centre, Sandown The Heights, Sandown Yaverland, Sandown Pier Road, Seaview Puckpool Park, Seaview The Duver, Seaview	The Duver, St Helens Atherley Road, Shanklin Esplanade Gardens, Shanklin Hope Road, Shanklin Orchardleigh Road, Shanklin Spa Site, Shanklin Winchester House, Shanklin Broadway Totland Central High Street, Ventnor Dudley Road, Ventnor Eastern Esplanade, Ventnor La Falaise, Ventnor Market Street, Ventnor Pound Lane, Ventnor The Grove, Ventnor Brannon Way, Wootton River Road, Yarmouth
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The car parks and chargeable periods listed above are current at the time of printing and may be subject to change at the Councils discretion.

If you have any queries regarding this permit, please contact us on 01983 823714.

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