



London Yard Parking Policy Version 6.2

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London Yard Parking Policy

Version 6.2

1.1 General:

1.1.1 London Yard Management Company reserves the right to make amendments and update this parking policy as it deems appropriate.

1.1.2 London Yard Management Company reserves the right to change the location and number of designated parking areas on the London Yard development.

1.1.3 London Yard Management Company reserves the right to enforce fair usage as part of the parking policy (see Section 1.13) across London Yard.

1.1.4 Commercial vehicles are not permitted to park overnight on London Yard, unless express permission has been granted by London Yard Management Company.

1.2 Designated parking areas:

1.2.1 All vehicles parked on London Yard must be parked within a designated parking bay.

1.2.2 Vehicles may not be parked on footpaths, green spaces, grass verges or other no-parking areas.

1.2.3 Vehicles must not restrict emergency access to any part of the development or restrict access to any private property (including doorways, garages, carports or the slipway).

1.2.4.A Vehicles parked in Leerdam Drive will be permitted to park outside their own freehold properties as long as emergency access is not compromised.

1.2.4.B Residents of the leasehold blocks on Leerdam Drive should park within a designated parking bay.

1.2.5 Vehicles parked in Rotterdam Drive will be permitted to park outside their own carports as long as emergency access is not compromised.

1.2.6 Residents of Amsterdam Road and Frans Hals Court may apply free of charge to the managing agents for a fob to gain access through the barrier to the Frans Hals car park.

1.2.7 Designated parking areas based on applicable permits can be found in Appendix 1 of this document.

1.2.8 Vehicles utilising disabled parking bays must display a valid London yard permit in addition to any United Kingdom DVLA required permits/badges.

1.3 Residents permits:

1.3.1 All vehicles belonging to or kept by residents on the London Yard development (with the exception of motorcycles, see section 1.9) must display a valid residents permit, and maintain valid vehicle excise duty. Residents may apply for a residents permit by completing the attached form and submitting it to the managing agents.

Copies of the application form can also be downloaded online from www.londonyard.net.

1.3.2 Residents will need to provide copies of the following at the time of application in order to be eligible for a residents parking permit:

- Name and address of applicant
- Proof of residence (utility bill, tenancy agreement etc)
- Proof that applicant is legitimate keeper of vehicle
- Details of vehicle registration number.

1.3.3 The following details must be displayed on all residents' permits:

- Type of permit 'Residents permit' (entered by parking administrator)
- Unique reference number (entered by parking administrator)
- Vehicle registration number (entered by parking administrator)
- Expiry date (entered by parking administrator)

1.3.4 Permits will either be posted or hand delivered to addresses on London Yard **only** whichever is the most expedient. Under no circumstances will permits be posted to an address not part of the London Yard development. This is to ensure that the applicant is a resident.

1.3.5 Property owners or leaseholders who rent out their property should, when visiting their property obtain a Visitor Permit from their tenant or take advantage of the "3 hour" parking located in front of Memsahab restaurant.

1.3.6 Resident parking permits are only valid on the vehicle for which it was issued. Residents using replacement or courtesy vehicles should use a valid visitor permit.

1.3.7 Residents permits should be prominently displayed inside the front windscreen of the vehicle in order that the permit is clearly visible and legible from outside the vehicle.

1.3.8 London Yard Management Company reserves the right to cancel a parking permit at any time.

1.3.9 Residents permits are deemed to be cancelled when the person or vehicle for which it is issued ceases to be qualified to hold a permit (e.g. the applicant is no longer a resident etc) or when the permit has expired.

1.3.10 Resident permit holders should observe the regulations regarding shoppers parking bays (refer to section 1.6 of this document).

1.4 Visitor permits:

1.4.1.A All vehicles visiting the London Yard development (with the exception of shoppers, see section 1.6 and motorcycles, see section 1.9) must display a valid visitor permit.

1.4.1.B Residents may apply for additional visitor permits, a maximum of 6 permits per annum from the date of first issue. Residents can apply by completing the attached form and submitting it to the managing agents. Copies of the application form can also be downloaded online from www.londonyard.net. Additional permit requests beyond the maximum cap will be assessed on a case-by-case basis.

1.4.1.C Commercial leaseholders/residents will not be eligible for visitor permits. In those instances where a visitor permit is necessary (i.e. for trades during refurbishment works), an application with clear explanation of use must be made in conjunction with the form attached to the managing agents.

1.4.2 Applicants will need to provide copies of the following at the time of application in order to be eligible for visitor parking permits:

- Name and address of applicant
- Proof of residence (utility bill, tenancy agreement etc)

1.4.3 The following details must be displayed on all visitor permits:

- Multi-Entry Visitor Permit:

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- Unique reference number (entered by parking administrator)
- Start Date (entered by resident / visitor in ink when used)
- Vehicle registration number (entered by resident / visitor in ink when used)

1.4.4 Visitor permits may not be used by residents in lieu of a residents permit, with the exception of hire/rental cars. The use of visitor permits will be monitored and restricted to a total of 30 days within any twelve month period per vehicle.

1.4.5 Visitor permits may not be used for long term vehicle storage on the development (more than 30 consecutive days).

1.4.6 In order to be valid, visitor permit entries must be completed, **in ink**, with a start date and vehicle registration number. Each entry on the visitor permit will expire seven days thereafter.

1.4.7 Visitor permits should be hung from the vehicles interior rear view mirror or in another prominent position inside the vehicle in order that the permit is clearly visible and legible from outside the vehicle.

1.4.8.A One visitor permit, valid for ten uses, will be supplied free initially upon application. Further visitor permits will be issued only upon request up to a maximum of 6 visitor permits per annum.

1.4.8.B The parking administrator or London Yard Management Company retains the right to refuse the issuing of further visitor permits at any time.

1.4.9 Permits will either be posted or hand delivered to addresses on London Yard **only** whichever is the most expedient. Under no circumstances will permits be posted to an address not part of the London Yard development. This is to ensure that the applicant is a resident.

1.4.10 London Yard Management Company reserves the right to cancel a parking permit at any time.

1.4.11 Visitors should observe the regulations regarding shoppers parking bays (refer to section 1.6 of this document).

1.5 Commercial property / staff permits:

1.5.1A In order to free up parking space for shoppers and residents; commercial property staff must apply for a 'commercial' parking permit, and park in the car park between the shops and restaurant, or in the car park immediately in front of the restaurant, **marked by Box 2 and Box 3 as highlighted in Appendix 1 of this document.**

1.5.1.B Leaseholders and sub-leaseholders of the commercial properties may apply for one (1) 'resident' permit per the application process in section 1.3 of this policy, and may park in any of the marked parking bays on the development excluding the designated shoppers bays and commercial staff bays during the hours of operation as posted.

1.5.2 All vehicles belonging to or kept by the commercial property staff on the London Yard development (with the exception of motorcycles, see section 1.9) must display a valid commercial permit. Staff from the commercial properties may apply for a commercial permit by completing the attached form and submitting it to the managing agents. Copies of the application form can also be downloaded online from www.londonyard.net.

1.5.3 Commercial property staff will need to provide copies of the following at the time of application in order to be eligible for a commercial parking permit:

- Name and address of applicant
- Proof of employment (employment contract or letter from employer)
- Proof of valid vehicle insurance
- Details of vehicle registration number.

1.5.4 The following details must be displayed on all commercial permits:

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- Type of permit 'Commercial permit' (entered by parking administrator)
- Unique reference number (entered by parking administrator)
- Vehicle registration number (entered by parking administrator)
- Expiry date (entered by parking administrator)

1.5.5 Permits will either be posted or hand delivered to the employers address on London Yard **only** whichever is the most expedient. Under no circumstances will permits be posted to an address not part of the London Yard development. This is to ensure that the applicant is an employee of the commercial units on London Yard.

1.5.6 Commercial parking permits are only valid on the vehicle for which it was issued. Commercial property staff using replacement or courtesy vehicles should use a valid visitor permit available through a case by case application from the managing agents as per section 1.4.1.C.

1.5.7 Commercial permits should be prominently displayed inside the front windscreen of the vehicle in order that the permit is clearly visible and legible from outside the vehicle.

1.5.8 London Yard Management Company reserves the right to cancel a parking permit at any time.

1.5.9 Commercial permits are deemed to be cancelled when the person or vehicle for which it is issued ceases to be qualified to hold a permit (e.g. the applicant is no longer an employee etc) or when the permit has expired.

1.5.10 Commercial permit holders should observe the regulations regarding shoppers parking bays (refer to section 1.6 of this document).

1.6 Shoppers:

1.6.1 – Leaseholders and staff of the commercial properties should direct their customers to the designated shopper's bays, in front of the restaurant, **marked by Box 3 as highlighted in Appendix 1 of this document.**

- These bays are for use of shoppers and commercial staff only between the hours of 07:30 and 23:30 Monday to Sunday, without any permit (shoppers only) and for a maximum of 3 hours (shoppers only).
- Commercial permit holders must clearly display a commercial permit when parked in these bays.
- Resident or visitor permit users are not permitted to park in these parking bays.

1.6.2 The parking bays near the commercial units, **marked by Box 1 as highlighted in Appendix 1** of this document may only be used by vehicles displaying a valid residents or visitors parking permit.

1.6.3 Visitors to the commercial properties on the development wishing to park for more than three hours should utilise the available Pay & Display parking on Manchester Road.

1.7 Costs of permits:

1.7.1.A First time residents and visitor permits will be issued free of charge when requested given the criteria for the issue of permits are met.

1.7.1.B Renewal of residents permits will be issued free of charge when requested given the criteria for the issue of permit are met. If criteria are met, each residents permit renewal will receive a free visitor permit, valid for ten uses.

1.7.2 Replacement of residents permits before the expiry date shown on the permit will incur an administrative charge of £10 + VAT per permit.

1.8 Deliveries and removals:

1.8.1 Residents receiving large deliveries or moving in to or out of London Yard should advise the managing agents at least seven days in advance in order that a designated parking bay may be allocated and cordoned off for this purpose.

1.9 Motorcycles:

1.9.1 All motorcycles kept on London Yard must have valid vehicle excise duty licence.

1.9.2 There is no requirement for motorcycles to apply for or to display a parking permit.

1.9.3 All motorcycles must be kept in the designated motorcycle parking area adjacent to the security hut.

1.9.4 Motorcycles may not be stored inside apartments, on balconies or within internal common areas including corridors, riser cupboards, meter cupboards or bin stores.

1.9.5 Motorcycles must not be parked on pavements, attached to railings or lampposts or block access at any time.

1.10 Enforcement of parking policy:

1.10.1 Any vehicle found in contravention of any part of this parking policy may be ticketed or removed from the development.

1.10.2 The parking scheme is in operation 24 hours per day, seven days per week.

1.10.3 London Borough of Tower Hamlets Parking Permits are not valid on the London Yard development.

1.10.4 Vehicles will be allowed a maximum of 10 minutes waiting time (with the exception of dangerous parking, inconsiderate parking, in contravention to the road markings, or signage) prior to enforcement of this policy.

1.11 Appeals process:

1.11.1 In the first instance, appeals against the enforcement of this policy should be made to:

UKPC Appeals
PO Box 1087
Uxbridge
Middx, UB8 9UR
Telephone: 0870 174 0074
Website: www.ukpcappeals.co.uk

If resolution cannot be found through the first appeals process, please contact POPLA for a free independent appeals process:

Parking on Private Land Appeals
PO BOX 70748
London
EC1P 1SN
Website: www.popla.org.uk

Should you remain dissatisfied with the outcome of both appeals, please contact the managing agents, Parc Properties, with the following; charge notice, evidence and appeals outcomes:

Parc Properties Management

8 Cumbrian House
 217 Marsh Wall
 London
 E14 9FJ
 Tel: 020 7515 3553
docklands@parcproperties.co.uk

1.12 Expiry and renewal of permits

1.12.1 It is the responsibility of the keeper of any vehicle displaying a residents or commercial parking permit to renew the permit before the expiry date shown on the permit. Applications should be made for renewals of permits using the application form found at the end of this document attaching copies of the required documentation as per the process for obtaining new permits.

1.13 Fair usage

1.13.1 Storage of SORN vehicles will ONLY be permitted to park on London Yard on a case-by-case basis. Please direct your application and body of evidence to:

London Yard Management Company Ltd
 C/O Parc Properties Management
 8 Cumbrian House
 217 Marsh Wall
 London
 E14 9FJ
lymc@londonyard.net

1.13.2 Storage of untaxed and un-SORN vehicles will not be permitted to park on London Yard.

1.13.3 A maximum of two (2) residents permits will be issued for studio/one bedroom properties. Additional resident permits will be reviewed and issued on a case by case basis.

1.13.4 A maximum of three (3) residents permits will be issued for properties of 2 bedrooms or more. Additional resident permits will be reviewed and issued on a case by case basis.

1.13.5 A maximum of one (1) residents permit will be issued for commercial property leaseholders/sub-leaseholders.

1.14 Zero Tolerance

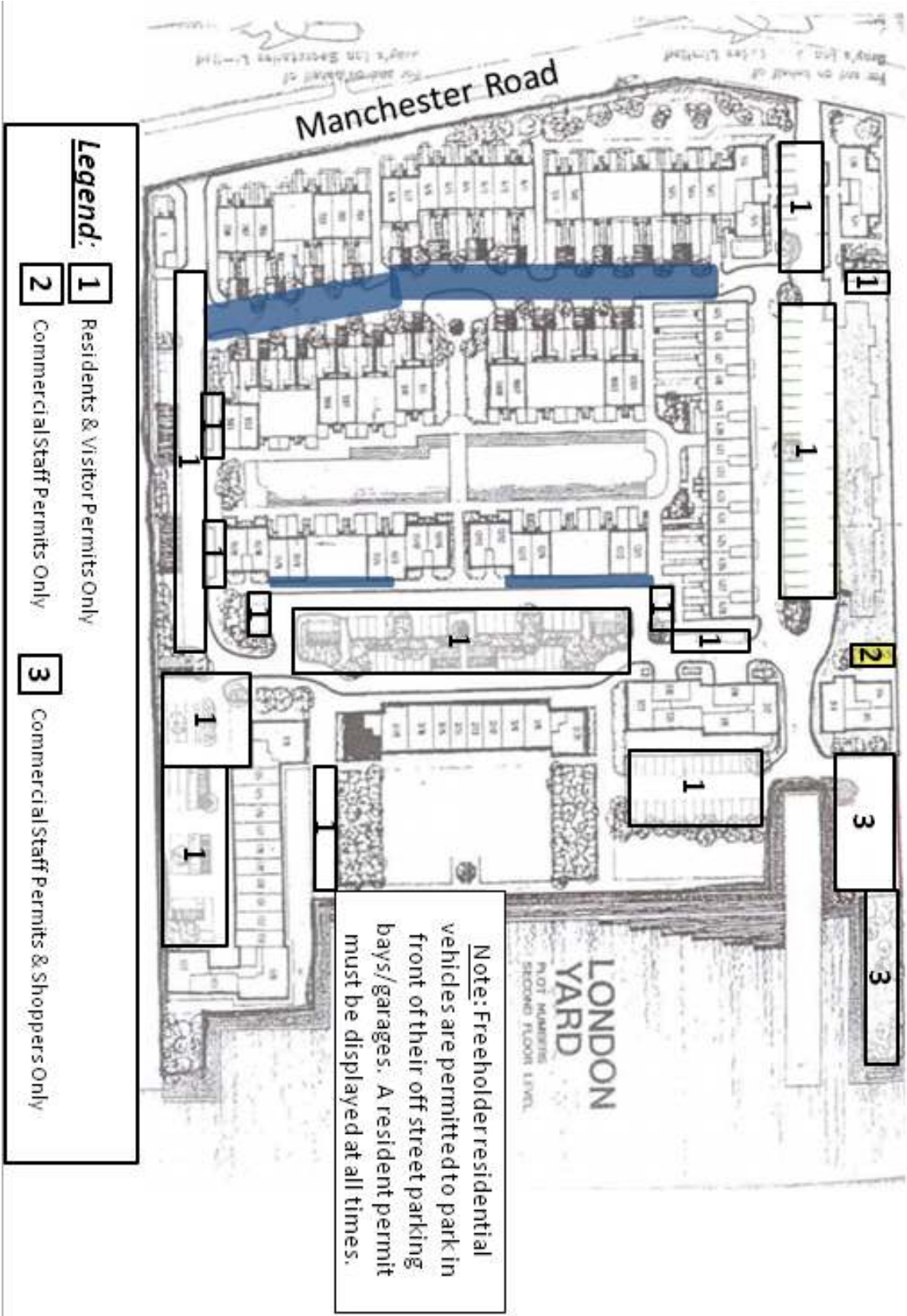
1.14.1.A Breach of any clause of this parking policy will result in only one written warning (from Parc Properties Management or London Yard Management Company) after which continued breach of any clause, within any 6 month period, will result in the cancellation of permits.

1.14.1.B Freeholders / Resident leaseholders will at a minimum be permitted to retain one residents permit when section 1.14 of this policy is applicable.

1.14.2 A 6 month probation period will become active from the day upon which section 1.14 of this parking policy comes into effect. After the 6 month probation period, should no further breach of any clause of this policy occur then section 1.14 of this policy will automatically become inactive.

1.14.3 Where permits have been cancelled as a result of the section 1.14 of this parking policy, the following will become applicable with regards to application / renewal:

- Retained valid permits can be renewed as per the process of the parking policy
- No additional permits will be issued during the probation period.



- Legend:**
- 1** Residents & Visitor Permits Only
 - 2** Commercial Staff Permits Only
 - 3** Commercial Staff Permits & Shoppers Only

Note: Freeholder residential vehicles are permitted to park in front of their off street parking bays/garages. A resident permit must be displayed at all times.



London Yard Parking Permit Application Form

Please indicate with a tick below the type(s) of permit you are applying for and then complete all details in the relevant column(s).			
	Residents permit	Commercial (staff) permit	Visitors permit
Please tick			
Name and address			
Vehicle Make			N/A
Vehicle Model			N/A
Registration No			N/A
Name and address of employer	N/A		N/A
Quantity	1	1	
Don't forget to attach copies of the following documentation with your application form! Please do not submit originals.	- Proof of residence (utility bill, tenancy agreement etc) - Proof that applicant is legitimate keeper of vehicle.	- Proof of employment on London Yard (employment contract or letter from employer) - Proof of valid vehicle insurance.	- Proof of residence (utility bill, tenancy agreement etc)

Please send your completed form to docklands@parcproperties.co.uk or by post to Parc Properties Management, 8 Cumbrian House, 217 Marsh Wall, London E14 9FJ.

If you require multiple residents or commercial (staff) permits, please complete one form for each permit / vehicle for which you require a permit. Further copies of this form are available through the managing agents or downloaded from www.londonyard.net

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