**Section 4 - The Parking Code**

Arrangements for parking vehicles in our grounds are covered by the lease and by the terms of the Parking Code. Our aim is to ensure safe and convenient parking for residents and their visitors and for contractors working on the common parts or in individual apartments and to minimise nuisance. The Parking Code is enforced regularly.

Key Points

* Residents may park only in their allocated parking space(s).
* Residents parking in their allocated spaces should display a parking permit.
* There are 12 designated spaces for visitors. These are for genuine visitors only and are not for residents parking.
* Visitors should not park in areas that are not designated parking spaces.
* Visitors should display a visitors parking permit.
* Lost permits can be requested via the Managing Agents .

The Parking Code in Full

This Parking Code is mandatory\*. It is intended to support the VCS scheme by reinforcing the requirement to display a valid parking permit. It provides other rules to ensure that parking here is organised fairly and sensibly.

*\*See FAQs below.*

1. Parking for residents

The lease gives all residents the right to park a private motor car in each space belonging to their apartment – (in the City Point garage or in the Royal Standard House spaces allocated on the surface).

Motor cars must display on their windscreen the VCS permit bearing their apartment number. Residents’ cars must never be parked other than in the allocated space except briefly when loading or unloading. Never park on the pavement or in “Visitors’ Parking” or “No Parking” areas.

Residents are not allowed to park commercial vehicles, caravans, vans, trailers and boats

All vehicles must be taxed and road-worthy. Repairs may not be done on site except in an emergency. All these restrictions are already stipulated in the owners’ leases.

1. Parking for visitors:

Residents may not permit non-residents to park anywhere on the site, unless they are visiting residents in their apartment.

Residents must lend their visitors, on arrival, the “Visitor’s Permit” which has been issued to each apartment, and they must ensure that the visitor parks in the identified “Visitor Parking” areas.

The permit must be displayed inside the car on the dashboard with the apartment number visible.

The conditions of issue printed on the permit must be strictly observed and the maximum duration of use by any visitor is 3 days in any one week, commencing on the first day of parking. The three days may be either consecutive or separate. (Longer-term visitors must use the nearby multi-storey car parks or other off-site facilities.)

Residents may not use a Visitor’s Permit for their own car.

1. Parking for Tradesmen.

Tradesmen in vehicles bearing their identity do not need permits but must be directed to park in Visitors Only areas.

Tradesmen/professionals in unmarked vehicles should put a note on their vehicle stating their business and destination, e.g.” Frank Innes, surveyor, visiting 31 RSH”.

PLEASE REMEMBER THAT RESIDENTS ARE RESPONSIBLE FOR ENSURING

* THAT THEIR VISITORS DISPLAY THE VISITOR’S PERMIT
* THEIR TRADESMEN ARE IDENTIFIABLE.
* VISITORS AND TRADESMEN PARK ONLY IN VISITORS’ SPACES.

The FAQs below are part of this parking code.

 **CAR PARKING – FREQUENTLY ASKED QUESTIONS (FAQ’S).**

1. What does the reference to “mandatory” mean in the first sentence of the “Code”?

It means that in all normal circumstances all residents and residents’ visitors must observe the Code strictly. However, it is recognised that from time to time exceptional circumstances occur when it would not be appropriate or sensible to enforce the Code. It would be for the directors to decide in their reasonable discretion whether any such exceptional circumstance exists and whether the terms of the Code should be waived. Such circumstances might include, but would not be limited to, bad weather preventing the use of some or all of the parking e.g. a covering of snow or ice; illness or incapacity or problems suffered by a resident needing frequent visitors; use of the parking areas for estate management purposes. Such circumstances are easily recognised as a matter of common sense when they occur, but action will be taken if there is any other case of abuse or non-compliance with the Code.

1. What will happen to car owners who do not display a Resident’s or Visitor’s Permit?

A driver will be warned that a valid VCS parking permit must be displayed and that in the event of failure to do so the driver is contractually agreeing to pay a parking charge of £100. This is recoverable by VCS as a civil debt.

1. Can I unload my shopping at the front door which is in a “No Parking area?

Yes for a few minutes, but after loading/unloading, your car must be put in its allocated space.

1. Can I use my Visitor’s Permit for my second car?

No. The Visitor’s Permit may never be used by a resident. It may be used only by genuine visitors for up to 3 days in one week – the three days being either consecutive or separate.

1. I am planning a party and need 2 or 3 extra Visitor’s Permits. Is this possible?

Yes – if you can borrow Visitor’s Permits from other residents. (Hand-written notes are not valid).

1. Can I park my car with a Resident’s Permit in a Visitor’s space?

No. Your Resident’s Permit is valid only for parking in your allocated space.

1. I own a car space but no car. Can I rent or lend it to other residents?

Yes, of course, but only to other residents – never to non-residents for reasons of site security etc. The suggested fee is £80-100 per month.

1. I have a friend/student who spends many weeks or months in my apartment. Can they park their car here?

Assuming your car space is occupied by your own car, the only possibility would be to use your Visitor’s Permit for up to 3 days. There are many off-site parking facilities nearby.

1. Can I park my other car, a loan-car, hire-car, borrowed car in my space while my own car is off site?

Yes. There is no problem if this is the car you are currently using.

1. I own an apartment here which I usually let to a tenant. Can I park here when I visit to check on my property?

Yes of course. If your apartment is empty you can use the space belonging to it. If your tenant is occupying the space, please use one of the Visitors’ Parking areas and leave an identifying note on your dashboard. (e.g. “Mr A. Smith, owner 31 RSH”).

1. How will new tenants and new owners get parking permits?

The appropriate number of permits have been hand-delivered to all apartments. If lost, new owners and tenants can apply for permits by email to the Managing Agents, however there is likely to be a charge.

1. I am a tenant here. Will I receive a Resident’s Permit and a Visitor’s Permit?

You should have permits provided when you moved in. If not, please ask your letting agent or Landlord to request new ones.

1. How can I replace a lost or damaged permit?

Pleases email the Managing Agents

1. How should I report a regular breach of the Parking Code

You can report a car or van which is not adhering to the code by emailing the Managing Agent.

1. Can you recap on ways in which a parking charge of £100 becomes due?

A driver who fails to display a valid VCS parking permit either as a resident or a visitor is warned that in failing to display such a permit he/she is agreeing to pay a parking charge of £100. This can be recovered as a civil debt.

1. What if there is some other breach of the Parking Code?

This will be dealt with if necessary, by the Managing Agents. Any fees incurred may be added to the appropriate leaseholder’s service charge.