

ISLINGTON & SHOREDITCH HOUSING ASSOCIATION CAR PARKING POLICY & PROCEDURES

Introduction

Islington & Shoreditch and Lien Viet Housing Association's (ISHA) Car Parking Policy and Procedure aims to outline its approach to car parking on its estates.

Car Parking Provision

ISHA has a number of sites with designated spaces that are regulated by our nominated car parking patrol contractor.

The sites are patrolled on a daily basis by the contractor. The parking enforcement service (ticketing) is provided 24 hours per day, 7 days a week, except Christmas Day.

ISHA owns purpose built car parks where residents can apply to park. A valid permit must be displayed at all times in order to park at any ISHA location.

See Appendix for sites with and without parking facilities.

Parking Permits

Applying for a permit

Only those residents living on an estate, where parking is controlled by ISHA & Lien Viet and are in possession of a vehicle, can apply for a permit for their particular estate. However a parking space is not guaranteed to every resident, there is limited spaces available on a first come first serve basis, with higher priority for disabled residents with a blue badge. Residents who are unable to get a space can put themselves down on the waiting list; however there is also no guarantee a space will become available.

Only 1 permit will be issued per household.

Residents with a Disabled Blue Badge can request for an "Any Vehicle Permit" in order for carers, Support Worker, etc. to use their space. If you require an Any Vehicle permit for work reasons, we will require a letter from your Employer stating that you use various vehicles for work purposes.

If you move, it is your responsibility to inform us as you will no longer be entitled to a permit to park there. If you continue to park when you have moved, you will be liable to a Parking Charge Notice (PCN).

New Permit

If you wish to apply for a permit, you should do one of the following:

1. You can collect an application form at the ISHA office, located at 102 Blackstock Road, London, N4 between 9.00am and 5.00pm, Monday-Friday
2. Telephone the central switchboard number, 0300 131 7300, between 9.00am and 5.00pm on Monday- Friday, to request an application form to be sent to you.
3. E-mail us at isha@isha.co.uk to request an application form.

Once you have submitted your application, this will be acknowledged in writing, telephone or email within 48 hours and you will be advised of your priority. We will also confirm where you are on the waiting list (e.g. first, second, etc.) and whether there are currently any spaces available on your estate.

On receipt of your application we cannot guarantee we will be able to issue you with a permit straight away. Permits are issued on availability and priority will be given to disabled residents.

We will review the waiting list regularly to ensure all applications are monitored and spaces allocated as efficiently as possible.

Where ISHA is able to allocate a parking space and you are next on the waiting list, we will contact you.

You will need to provide all of the necessary documents (as below) and also be required to pay the fee before collecting the permit. Payment should be made by cash, debit card or credit card.

If you are accepted for a permit you will need to supply the following documentation:

1. A copy of your vehicle registration document (V5) registered to your ISHA address. The ISHA address must be your principal home
2. If you are registered disabled, you must give a copy of your Disabled Blue Badge
3. A copy of your Motability Policy if registered disabled and using a Motability car.
4. Signed Terms and Conditions
5. Must not be in any rent arrears – if you are in rent arrears you will need to set up an agreement with your Revenue Officer and you will be required to adhere to this agreement.
6. You must also ensure your car is roadworthy, i.e. Valid Tax, Insurance and MOT.

Renewal of Existing Permit

You will be notified in writing before your permit is due to run out in order for the new permit to be processed. If all your details are still the same, you have no rent arrears and have paid the fee the permit will be issued. We will notify you in this letter of any documents we require in order for this permit to be processed.

If you are in rent arrears you will have 14 days to clear or to make an agreed payment plan with your revenue officer, which must be adhered to otherwise the space will be given to another resident.

Charges to residents

Permits will be issued at a cost of £100.00* per annum for each vehicle occupying a space, for all residents. Permits run from 1st August to 31st July, if you purchase your permit before or after August it will still run until 31st July however you will pay a pro rata fee of £8.40 per month. If you purchase your permit within the middle of any month you will still be required to pay for the full month.

Note: Registered disabled Blue Badge Holders will not be charged but still need to apply for a valid parking permit for their estate.

What to do if you change your vehicle

If you are changing your vehicle, permanently or temporarily (Hire car) you must notify ISHA by telephoning on 0300 131 7300 or by attending the ISHA office in person, between 9am- 5pm Monday-Friday, before parking your new vehicle on site. You should not use your old permit because the registration number and vehicle details will be different.

If you are changing your vehicle, you should provide the following information in person:

1. A copy of your vehicle registration document (V5) registered to your ISHA address. The ISHA address must be your principal home
2. If you are registered disabled, you must give a copy of your Disabled Blue Badge
3. A copy of your Motability Policy if registered disabled and using a Motability car.

You should also return your old permit to ISHA when supplying the above information.

Lost/Stolen Permits

Lost/ stolen resident permits will be replaced at a charge of £6*. This charge **does** apply to registered disabled car owners.

If you come across a lost parking permit please notify the office and destroy the permit. If it is found that you are using a permit that has not been allocated to you all permits will be revoked and you will not be eligible for any future permits.

Residents will be notified a minimum of 2 months in advance of any annual fee increase.

Charges for visitors

From 1 May 2015, charges for visitors' permits will be £25* for a booklet of 10 tickets. All permits will be valid for a maximum of 3 hours and maximum of 3 tickets can be displayed at any one time, totalling 9 hours. A maximum of 5 books will be issued to each household per annum (this runs between 1st August to 31st July).

There will be no Car Park Patrolling for Visitors Bays between the hours of 12am and 6am.

Visitor's permits cannot be bought individually and can only be purchased 1 book at a time.

Blue badge holders also need to purchase and display visitors permits in order to park in a visitors bay.

If you are in rent arrears you will not be able to purchase visitors permits unless you have made an agreement with your Revenue Officer and you will be required to adhere to this agreement.

Please note if you are found selling on visitor's permits you will lose your right to purchase visitors permits in the future and possible further action may be taken.

***These charges are correct as of 1 January 2015.**

If a vehicle is issued with a Parking Charge Notice, the following charges will be incurred to the owner:

- 1. Parking Charge Notice (when a ticket is issued) £100, reduced to £60 if paid within 14 days.**

Such fees should be paid directly to the Parking Control Contractor.

Payment Line: 0330 900 7777

If you have any queries or wish to appeal a Parking Charge Notice please contact: -

Car Parking Partnership
PO Box 635
Chorley
PR6 6NJ
www.carparkingpartnership.co.uk

Please note: - ISHA do not deal with appeals
NOTE:

- i. When you receive your permit, you must ensure this is displayed prominently in your vehicle either on the dashboard or in your windscreen. If your permit is not prominently displayed, you run the risk of being issued with a Parking Charge Notice.
- ii. Vehicles without valid road tax will receive a Parking Charge Notice. The contractor always checks the validity online as a procedure so this will incorporate the new tax disc rules October 2014. (No longer required to display a tax disc).
- iii. If someone is in parked in breach of the Terms and Conditions please notify the Patrol Team on 01992 764 520. If this vehicle is parked in your Bay and therefore you have to park somewhere else on site when you speak to the Patrol Team they will provide you with a suspension number which you will need to display in your windscreen in order to not receive a Parking Charge Notice.

Policy & Procedure Review

This policy and procedure will be reviewed in March 2018. If you are unhappy with the conduct of the parking contractor, you must appeal to the Parking Control contractor in writing.

Appendix

Sites with Limited Parking Available

All bays are on a first come first serve basis, there is a waiting list for all sites and if you are on this waiting list you will be contacted when a space becomes available, however please be advised you could be on the waiting list a long time and it is not a guarantee that you will get a space.

Hackney

Belvedere Court, 65 De Beauvoir Crescent, N1	6 BAYS
Gopsall Street & Penn Street, E8	6 BAYS

Halley House & Ken Wilson House, E2	16 BAYS
Lyme Grove & Protea Place, E9	9 BAYS, 4 only for disabled properties
New North Road & Mintern Street, N1	10 BAYS
Portfleet Place, N1	8 BAYS
Queensbridge Road, E8	5 BAYS
Stables Lodge, E8	6 BAYS
Sojourner Truth Close, E8	8 BAYS

Islington

Brooksby House & Lofting House, N1	7 BAYS
Porter Square, N1	22 BAYS
Robinson Court, N1	7 BAYS
Salisbury House, N1	9 BAYS
St Mary's House, N1	11 BAYS
Vivian Comma Close, N4	11 BAYS

Waltham Forest

Almond Close, 82-84 Forest Road, E17	7 BAYS
Celebration Way, Repton House, E4	14 BAYS, all allocated to disabled properties.
Chingstone Terrace, E4	10 BAYS
92 – 112 Corbett Road, E17	6 BAYS
276-278 Forest Road, E17	12 BAYS
544-558 Forest Road, E17	19 BAYS
33 Higham Hill Road & Willow Tree Court, E17	7 BAYS
857 Lea Bridge Road, E17	15 BAYS
West Central Apartments, E17	4 BAYS, all allocated to disabled properties.
Wilton Place, E4	11 BAYS

Sites without Car Parking

Camden

Holland Dwellings
Thurstan Dwellings

Hackney

50 Acton Mews
Ainsworth Road
Amhurst Place
Ayrstone Road
Bramble Road
84 Britannia Walk
Burbage House
Commercial Road
Cropley Street
Crusoe Mews
De Beauvoir Crescent
Delta House
2 Dunston Road
Durham House
Eleanor Close
Fenn Street
Finsbury Park Road
Frampton Park Road
Gayhurst Road
Gower Walk
Grand Canal Apartments
Graham Road
Green Lanes
Groombridge Road
Hill House
Homerton High Street
Hoxton Street
Kingsland Road
Lansdowne Drive
Lenthall Road
Liz McKeon House
Lordship Road
Malvern Road
Mandarin Wharf
Mildmay Ave
Middleton Road
Morning Lane
Nile Street
Oldfield Road
Pemberton Terrace
Provost Street
Richmond Road
Rixon Street

Islington

Alfred Wallis House
Annette Road
Ashbrook Road
Barnes House
Beaver House
Beacon Hill
Bracey Mews
Canonbury Court
Chatterton Road
Coleridge Court
Corbyn Street
Cynthia House
Davenant Road
Drayton Park Mews
Essex Road
Faithful House
Gillespie Road
Graham Robertson House
Hill House
Graham Street
Grenville Road
Highbury Quadrant
Hillmarton Road
Horsell Road
Island Apartments
Kingsdown Road
Kinver House
Linton House
Lorraine Road
McKenzie Road
Melgund Road
Menard Court
Mintern Street
Newcombe House
Newhall Court
Novello Court
Salisbury House N5
Spring Villa
Stock Orchard Crescent
Thomas Cromwell Court
Victor Cazlett House
Walters House
Zoffany Street

Waltham Forest

Barton Terrace
Corbett Toad

Rushton Street
Saigon Court
Sandringham Road
Shakespeare House
Southgate Road
Summerhill Road
Southborough Road
St Thomas Square
Upcott House
Well Street
Wenlock Street
Weymouth Terrace
Wellesley Terrace

Heathcroft Gardens
Handsworth Ave
Larkshall Road
Warner Road