

Changes from Version 1 to Version 2:

- 1.2.3** Parking on Leerdam Drive
- 1.2.4** Parking on Rotterdam Drive
- 1.3.9** Cancellation and expiry of permits
- 1.4.6** Completion of visitor permits
- 1.5.1** Parking arrangements for commercial property leaseholders and staff
- 1.6.1** Allocated shoppers bays
- 1.6.2** Parking provisions for restaurant patrons
- 1.9.2** Commercial vehicle parking
- 1.10.1** Clamping and removal of vehicles

Version 3 was only a draft for feedback by shareholders at the parking consultation meeting:

1.2.5 NEW:

“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 bollard to the Frans Hals car park.”

1.3.10 NEW:

“Resident permit holders should observe the regulations regarding shoppers parking bays (refer to section 1.6.1 of this document).”

1.4.3 AMENDED FROM

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

- Unique reference number (entered by parking administrator)
- Start Date (entered by resident / visitor when used)
- Expiry date (entered by resident / visitor and can be a maximum of five days after Start Date)”

TO:

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

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

1.4.6 AMENDED FROM:

“In order to be valid, visitor permits must be completed, in ink, with a start date and an expiry date which can be a maximum of five days from the start date, after which time, the permit can then no longer be used and should be recycled.”

TO:

“In order to be valid, visitor permits must be completed, in ink, with a start date and will expire seven days thereafter. The permit can then no longer be used and should be recycled.”

1.4.12 NEW:

“Visitors should observe the regulations regarding shoppers parking bays (refer to section 1.6.1 of this document).”

1.4.13 NEW:

“Long term visitors may apply for an extended visitors permit for up to three months. The shareholder will need to apply to the managing agents on behalf of the long term visitor.

The shareholder will need to provide copies of the following at the time of application in order to be eligible for an extended visitors permit:

- A letter confirming the dates of the visit
- Proof that the visitor is the legitimate keeper of the vehicle
- Proof of valid road fund licence (foreign vehicles should refer to section 1.8 of this policy)

The following details must be displayed on all extended visitors 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 (up to three month duration, entered by parking administrator)

Long term visitors permits will be issued at the discretion of London Yard Management Company or their managing agents.”

1.5.1 AMENDED FROM

“In order to free up parking space for shoppers; commercial property staff should apply for a ‘commercial’ parking permit and park in the car park immediately in front of the restaurant. Leaseholders and sub-leaseholders of the commercial properties may apply for a resident’s

permit as per section 1.3 of this policy and may park in any of the marked parking bays on the development excluding the designated shoppers bays during the hours of operation as posted.”

TO:

“In order to free up parking space for shoppers and residents; commercial property staff should apply for a ‘commercial’ parking permit and park in the car park immediately in front of the restaurant. Leaseholders and sub-leaseholders of the commercial properties may apply for a resident’s permit as per section 1.3 of this policy and may park in any of the marked parking bays on the development excluding the designated shoppers bays during the hours of operation as posted.”

1.5.10 NEW:

“Commercial permit holders should observe the regulations regarding shoppers parking bays (refer to section 1.6.1 of this document).”

1.6.1 AMENDED FROM:

“Shoppers using the services of the commercial properties may park for up to three hours using the designated bays directly outside the commercial properties on Amsterdam Road. Leaseholders and staff of the commercial properties should direct their customers to the designated shopper’s bays.”

TO:

“1.6.1 Leaseholders and staff of the commercial properties should direct their customers to the designated shopper’s bays, outside the commercial units, marked with the **letter ‘S’** on page eight of this document.

- These bays are for use of shoppers only between the hours of 08:00 and 18:00 Monday to Saturday only without any permit and for a maximum of three hours.
- No resident or visitor permit users are allowed in these parking bays between the hours of 08:00 and 18:00 Monday to Saturday.
- A valid residents or visitors permit is required in order to use these bays between the hours of 18:00 and 08:00 Monday to Saturday.
- Commercial permit holders are not permitted to park in this area at any time.

The bays near the commercial units, marked with the **letter ‘P’** on page eight of this document may be used as follows:

- These bays may be used by shoppers between the hours of 08.00 and 18.00 Monday to Saturday only without any permit and for a maximum of three hours.
- These bays may be used by resident or visitor permit users at any time.
- Commercial permit holders are not permitted to park in this area at any time.

1.7.2 AMENDED FROM:

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

TO:

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

1.10.4 NEW:

“Vehicles will be allowed a minimum of 20 minutes waiting time (with the exception of dangerous or inconsiderate parking) prior to enforcement of this policy.”

1.11 NEW:

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

The London Clamping Company
P.O. Box 883
South Croydon
CR2 8YT
Tel: 0208 651 0260
londonclamping@aol.com

<http://www.london-wheelclamping.co.uk/>

Should you remain dissatisfied with the outcome of an appeal, please contact the managing agents, Parc Properties:

Parc Property and Estate Management
Meridian Place
London
E14 9FE.
Tel: 020 7515 3553
docklands@parcproperties.co.uk

As a final point of escalation, shareholders may contact the board of London Yard Management Company:

London Yard Management Company Ltd
C/O Parc Property and Estate Management
Meridian Place
London
E14 9FE.
lymc@londonyard.net

1.12 NEW:

"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."

PAGE 8 NEW:

Plan of London Yard showing shoppers parking arrangements (page eight)

PAGE 9 AMENDED:

Application form updated to accommodate extended visitors permit applications.

Changes from Version 3 to version 4:

It was suggested that the provision of free parking for employees of the commercial units be reviewed with a view to possibly charging for commercial parking permits in the future. This will be reviewed in Q1, 2011.

Concern was raised over the provision of fobs to lower the rising bollard and the process by which these can be recovered should a shareholder, tenant or employee no longer be a resident or employee on London Yard. The Board would like to reassure shareholders that as well as accessing the Car parks to the rear of The Memsahab restaurant and Frans Hals Court with a fob, anyone parking in these car parks would require a valid residents, visitors or commercial permit as appropriate with the exception of visitors to the restaurant during restaurant opening hours. Should it be deemed necessary in the future, the fob reader can be re-coded and new fobs issued.

Section 1.6 (Shoppers) has been significantly amended in response to feedback from shareholders of 14 – 96 Amsterdam Road and the need to address the conflicting requirements of both shoppers and residents. Please review the enclosed policy for full details. Please note that free shoppers parking is also available between 5.30 PM and 8.30 AM Monday to Friday and all day at weekends on Manchester Road. The Board has been in contact with the local Police Safer Neighbourhood Team and are advised that this is not a known vehicle crime area.

Further residents parking is available in the Car Park behind Frans Hals Court. Extra lighting is being installed in this area and residents are encouraged to contact Parc for a fob to access this car park which is, at present, under utilised. Further parking is also normally available along the boundary wall with Millennium Drive.

Comments were made regarding demand for visitors permits and the Board will be printing new visitors permits which will now be valid for up to seven days (previously five). All visitors permits will, with immediate effect, be valid for seven days from the start date entered on the permit.

One shareholder felt that the old style reusable visitor permits were more effective. Having looked into this, the Board feel that the old process of allocating two visitors permits per household each valid for 12 months is not demand driven and the old system was open to abuse with shareholders lending permits long-term to non residents and permits going missing with regularity. The process and format for visitors parking permits will be reviewed in Q1, 2011.

Feedback was received in relation to the need for absentee landlord shareholders to utilise visitors permits whilst tenants may apply for residents parking permits should they fulfil all relevant criteria. The Board has reviewed this and, on balance, it was felt that it is appropriate to offer residents permits to full time residents and for absentee landlords to continue to utilise visitors permits. In relation to this, the question of legal rights to parking by shareholders under the terms of the lease was also raised. The Board would like to reiterate that no legal rights to parking or eligibility for parking permits is afforded by the lease and this has been further substantiated by the Board's solicitors. The lease Sixth schedule, part two, clause 11, does state that the Management Company is responsible for "The provision of such control of traffic as the Management Company may in its absolute discretion from time to time consider reasonably necessary or desirable".

The application process and the need for residents and commercial staff to re-apply for permits and provide supporting documentation was questioned. Parc do not keep details of vehicle ownership, road tax or employment on file due to the Data Protection Act and the subsequent requirement for onerous and costly administration procedures. Permit holders are required to re-apply for permits in advance of the expiry date to avoid their vehicles being

clamped or removed from London Yard. These measures enable Parc and the Board to ensure that applicants remain eligible for parking permits on an annual basis.

With regards to the provision of permits for commercial vehicles, a clerical error has been made in issuing residents permits for some commercial vehicles. These permits will be honoured until the expiry date shown on the permit. However, with immediate effect, no further residents permits will be issued for commercial vehicles as this is against the terms of the lease.

Any resident or commercial permits that have faded and where the expiry date is no longer legible are asked to apply immediately for a new permit using the application form enclosed with the parking policy and providing the appropriate supporting documentation.

Changes from version 4 to version 5:

The changes to the policy are summarised below with changes **highlighted**:

1.2 Designated parking areas:

Changed from:

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

1.2.2 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).

1.2.3 Vehicles parked in Leerdam Drive will be allowed to park outside their own properties as long as emergency access is not compromised.

1.2.4 Vehicles parked in Rotterdam Drive will be allowed to park outside their own car ports as long as emergency access is not compromised.

1.2.5 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 bollard to the Frans Hals car park.

To:

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 Vehicles parked in Leerdam Drive will be allowed to park outside their own **freehold properties** as long as emergency access is not compromised. **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 allowed to park outside their own car ports 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 bollard to the Frans Hals car park.

1.3 Residents permits:

Changed from:

1.3.1 All vehicles belonging to or kept by residents on the London Yard development must display a valid residents permit. 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
- Proof of valid road fund licence (foreign vehicles should refer to section 1.8 of this policy)
- Details of vehicle registration number.

1.3.4 Permits will be delivered to your property by London Yard staff. 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.

1.3.9 Residents permits are deemed to be cancelled when the person to whom it is issued ceases to be qualified to hold a permit or when the permit has expired.

To:

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. 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
- **Proof of valid road fund licence**
- Details of vehicle registration number.

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.

1.3.9 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, expiry of road fund licence etc**) or when the permit has expired.

1.4 Visitors permits:

Changed from:

1.4.1 All vehicles visiting the London Yard development (with the exception of shoppers, see section 1.6) must display a valid visitor permit. Residents may apply for **ten** visitors permits 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.

1.4.9 Permits will be delivered to your property by London Yard staff. 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.

1.4.13 Long term visitors may apply for an extended visitors permit for up to three months. The shareholder will need to apply to the managing agents on behalf of the long term visitor.

The shareholder will need to provide copies of the following at the time of application in order to be eligible for an extended visitors permit:

- A letter confirming the dates of the visit
- Proof that the visitor is the legitimate keeper of the vehicle
- Proof of valid road fund licence (foreign vehicles should refer to section 1.8 of this policy)

The following details must be displayed on all extended visitors 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 (up to three month duration, entered by parking administrator)

Long term visitors permits will be issued at the discretion of London Yard Management Company or their managing agents.

To:

1.4.1 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. Residents may apply for **ten** visitors permits 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.

1.4.9 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.

1.4.13 This section has been removed.

1.5 Commercial property / staff permits:

Changed from:

1.5.2 All vehicles belonging to or kept by the commercial property staff on the London Yard development 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 road fund licence (foreign vehicles should refer to section 1.8 of this policy)
- Details of vehicle registration number.

1.5.5 Permits will be delivered to the employers address by London Yard staff. 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.

1.5.9 Commercial permits are deemed to be cancelled when the person to whom it is issued ceases to be qualified to hold a permit or when the permit has expired.

To:

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 road fund licence**
- Details of vehicle registration number.

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.

1.5.9 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, expiry of road fund licence etc***) or when the permit has expired.

1.8 Foreign vehicles:

Changed from:

1.8.1 Vehicles displaying foreign plates will be handled as per UK registered vehicles although keepers of foreign registered vehicles will not be required to provide proof of valid UK road fund licence provided that all taxes (including vehicle excise duty) are paid in their country of origin.

1.8.2 In line with current UK Department of Transport legislation, which usually allows for non UK registered vehicles to be used for a maximum of six months in a 12 month period, residents permits will be issued to foreign registered vehicles for a maximum of 12 months, after which time, the keeper will be required to comply with UK legislation relating to the import of foreign vehicles.

To:

This section has been removed.

1.9.2 Deliveries and removals:

Changed from:

In order to comply with the lease, commercial vehicles may not be parked overnight on the London Yard development, even with a valid parking permit.

To:

This section has been removed.

1.9 Motorcycles:

This section is new.

1.11 Appeals process:

Address updated

Application form:

This section has been updated to capture vehicle make and model.