



LONDON YARD MANAGEMENT COMPANY LIMITED

Dear shareholder,

Further to the Parking Consultation Meeting held in 2010, it was agreed that the Board would monitor the effectiveness of the parking policy and review this during the first quarter of 2011.

The Board has taken into consideration all the feedback received since the consultation meeting from shareholders, residents and our managing agents and we are now pleased to enclose version five of the London Yard parking policy. This version of the policy takes immediate effect and supersedes all previous versions of the parking policy.

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.

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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.

This version of the parking policy shall remain in force for the remainder of 2011 with a further review to be carried out during the first quarter of 2012 to ensure the policy continues to meet the needs of residents, visitors and shoppers alike.

Yours faithfully,

The Board of London Yard Management Company Ltd