

## London Yard Parking Policy Version 5.0

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# London Yard Parking Policy

## Version 5.0

### **1.1 General:**

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

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

### **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 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:**

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](http://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.

1.3.3 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 in front of the business premises in Amsterdam Road.

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

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

## **1.4 Visitor permits:**

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](http://www.londonyard.net).

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:

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

1.4.4 Visitor permits may not be used by residents in lieu of residents permits. The use of visitor permits will be monitored and restricted to a total of 90 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 90 consecutive days).

1.4.6 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.

1.4.7 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 batch of ten visitors permits will be supplied initially upon application. Further visitor permits will be issued free of charge upon request at the discretion of the parking administrator or a representative of London Yard Management Company.

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 1.6.1 of this document).

## **1.5 Commercial property / staff permits:**

1.5.1 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.

1.5.2 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](http://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.

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

- 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 from the managing agents or from their employer.

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

1.5.10 Commercial permit holders should observe the regulations regarding shoppers parking bays (refer to section 1.6.1 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, 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 and all day Sunday.
- 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 only be used by vehicles displaying a valid residents or visitors parking permit.

1.6.2 Patrons of the restaurant may park in the car park immediately in front of the restaurant at the discretion of the restaurant staff during restaurant opening hours without the need to display a permit. The provisions regarding parking for patrons of the restaurant will be reviewed on an ongoing basis.

1.6.3 Visitors to the commercial properties on the development wishing to park for more than three hours should obtain a disposable visitors permit from their hosts (please see section 1.4 relating to visitors).

### **1.7 Costs of permits:**

1.7.1 Initially, residents and visitor permits will be issued free of charge when requested given that all criteria for the issue of permits are met.

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 display valid road fund 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 clamped or removed from the development and a fee will be charged for the release or repatriation of the vehicle.

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 minimum of 20 minutes waiting time (with the exception of dangerous or inconsiderate parking) 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:

The London Clamping Company  
 P.O. Box 883  
 South Croydon  
 CR2 8YT  
 Tel: 0208 651 0260  
[londonclamping@aol.com](mailto: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 Properties Management  
 6 Cairngorm House  
 203 Marsh Wall

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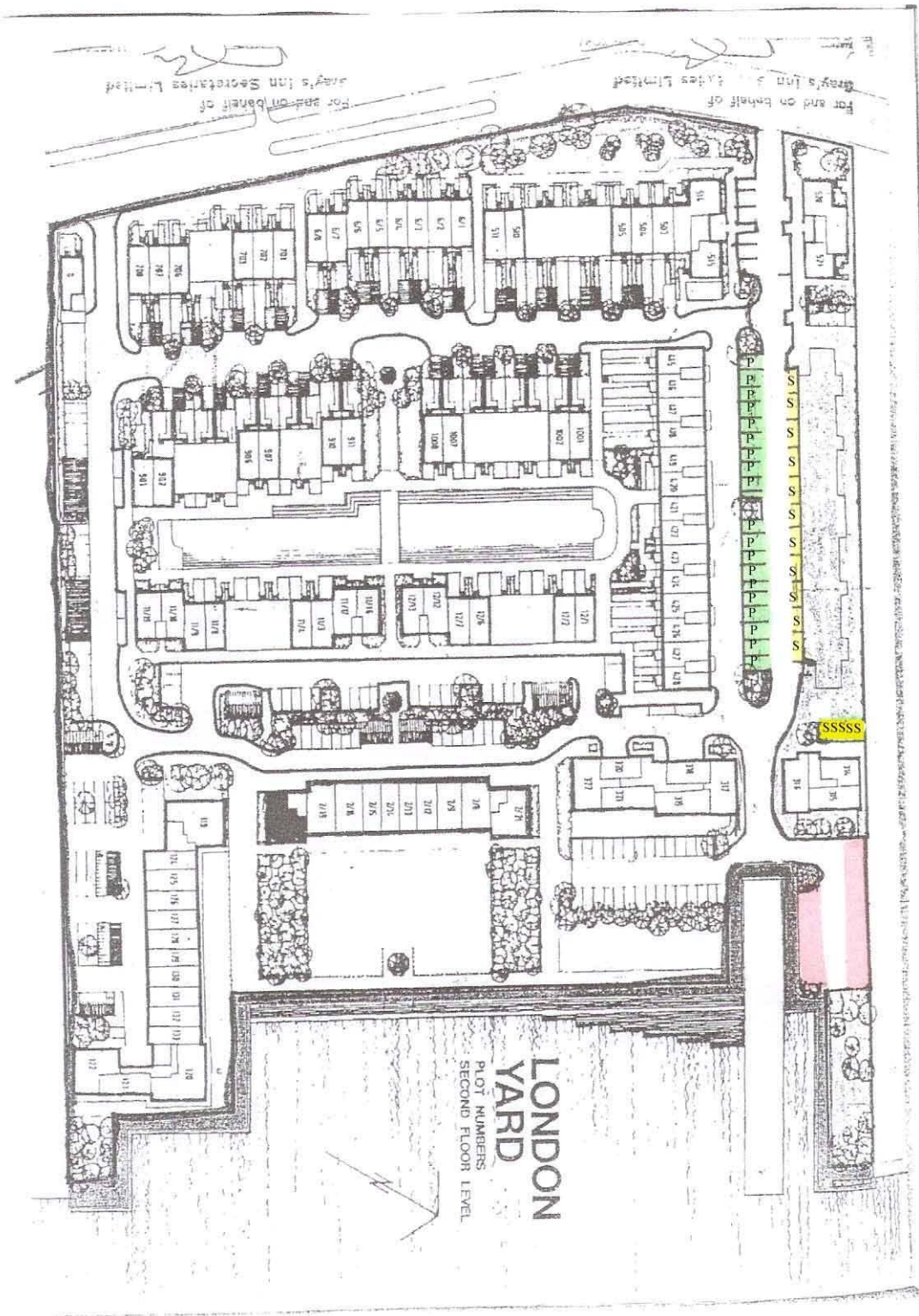
London  
E14 9YT  
Tel: 020 7515 3553  
[docklands@parcproperties.co.uk](mailto:docklands@parcproperties.co.uk)

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

London Yard Management Company Ltd  
C/O Parc Properties Management  
6 Cairngorm House  
203 Marsh Wall  
London  
E14 9YT  
[lymc@londonyard.net](mailto:lymc@londonyard.net)

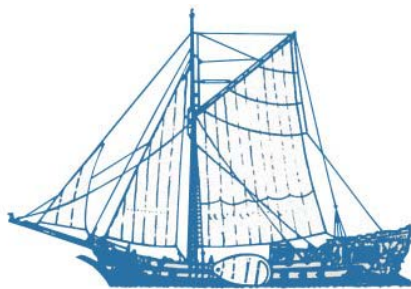
## ***1.12 Expiry and renewal of permits***

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.



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## 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
<b>Please tick</b>			
<b>Name and address</b>			
<b>Vehicle Make</b>			N/A
<b>Vehicle Model</b>			N/A
<b>Registration No</b>			N/A
<b>Name and address of employer</b>	N/A		N/A
<b>Quantity</b>	1	1	10
<b>Don't forget to attach copies of the following documentation with your application form!</b>  <b>Please do not submit originals.</b>	<ul style="list-style-type: none"> <li>- Proof of residence (utility bill, tenancy agreement etc)</li> <li>- Proof that applicant is legitimate keeper of vehicle.</li> <li>- Proof of valid road fund licence.</li> </ul>	<ul style="list-style-type: none"> <li>- Proof of employment on London Yard (employment contract or letter from employer)</li> <li>- Proof of valid road fund licence.</li> </ul>	<ul style="list-style-type: none"> <li>- Proof of residence (utility bill, tenancy agreement etc)</li> </ul>

Please send your completed form to [docklands@parcproperties.co.uk](mailto:docklands@parcproperties.co.uk) or by post to Parc Properties Management, 6 Cairngorm House, Meridian Gate, 203 Marsh Wall, London E14 9YT. 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](http://www.londonyard.net)