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| **Policy Name** | **Car Parking Policy** |
| **Policy No.**  | **032** |

1. **Purpose**
	1. The purpose of this policy is to ensure the effective, allocation and management of parking spaces on GHA housing schemes.
	2. GHA aims to provide residents with information as to where they can and cannot park and where any visitors are allowed to park (if any).
2. **Overall parking on GHA schemes**
	1. Any vehicles on GHA land must keep roadways or other vehicle access clear. It is vitally important that refuse vehicles and emergency vehicles have clear access to the properties at all times.
	2. Tenants, license holders, partial owners, household members and visitors must not park on any grass verges, footpaths, other open spaces or turning areas.
	3. Tenants, license holders and partial owners are responsible for all vehicles belonging to household members and any visitors to their property.
	4. Parking is at the vehicle user’s own risk and GHA take no responsibility for any damage caused to property or vehicles.
	5. Tenants, license holders, partial owner and household members are NOT permitted to park any vehicles in other resident’s parking spaces or to park their vehicles in allocated visitors parking spaces.
3. **Allocation of parking**
	1. Where the GHA development allows, one parking space will be allocated to the tenant or a member of their household at no charge if they have a vehicle that is:
* in a roadworthy condition
* has valid insurance which is displayed at all times
* is registered in the tenant’s name or a member of the household (exception made for a vehicle registered in an employer’s name and the employee is a tenant or member of the household)
* is not oversized for the allocated space
* the driver has a valid driving licence
1. **Revoking permission and additional spaces**
	1. GHA maintains the right to revoke, alter or re-allocate spaces (with the exception of some partial ownership leases).
	2. Either party may terminate a car parking license upon giving not less than one month’s written notice (with the exception of some partial ownership leases).
	3. Should household members have additional vehicles they need to either rent an additional space where possible or find alternative parking in the area (not on GHA land).
	4. Where the scheme allows, a second space may be available to rent to members of a household at a monthly charge the cost of which will be confirmed at the time of allocation. This space is payable by standing order only.
	5. If the tenant, license holder or partial owner of a property is in arrears, then no additional spaces will be allocated. GHA will also revoke any additional spaces that have been allocated should the tenant fall into arrears.
2. **Visitors’ spaces**
	1. On some developments there are a limited number of visitor spaces. These visitor spaces are not to be used by tenants, license holders, partial owners or other members of the household who live in a GHA property.
	2. The maximum period for parking in a visitor space is one overnight stay during a consecutive 7 night period. Should all the visitors spaces be in use, visitors must find alternative parking away from the area and NOT park in other resident’s spaces.
	3. All tenants, license holders, keyworker and partial owner are responsible for the parking of any people visiting their property.
3. **Areas with no allocated parking or visitor spaces**
	1. In areas where there is no allocated parking, these spaces can be used on a first come first serve basis for tenants, license holders, partial owners or visitors, however, points in 3.1 and 5.2 still need to be adhered to.
4. **Terre a l’Amende**
	1. If an area is Terre a l’Amende, any tenant, license holder, partial owner, household member or visitor who parks in breach of this parking policy will be fined £50.00. If payment is not received, GHA may decide to recover the money owed using the Petty Debt Court.
	2. Should the tenant, license holder, partial owner, member of the household or visitor continue to park breach this Policy, this will constitute a breach of lease or tenancy agreement and a warning letter will be sent advising that legal action may commence. Should the problem continue and GHA has clear evidence to demonstrate this breach GHA may serve a Notice to Quit.

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| **Date Approved :** July 2020 | **Date for Review :** July 2022 |