

**London Gateway Port and No.1 Office Building
Priority Parking Scheme
Adopted Scheme Protocol
30th March 2015**

1. What does a Priority Parking Scheme involve

- The dedication of a defined number of parking spaces available to be utilised solely by private cars travelling with more than one occupant
- The priority parking spaces are located in the most convenient position possible (i.e. closest to the entrance to a building) to maximize their desirability and therefore create an incentive for their use (and thus for Car Sharing)
- Use of the priority parking spaces is subject to a scheme of authorisation and enforcement

2. Priority Parking Facilities

Priority Parking Bays (Marked CS for Car Share) are provided as follows:

- 5 Priority Parking bays at the Gate 3 Car Park
- 5 Priority Parking bays at the No.1 London Gateway building car park

The location of the Priority Parking bays is indicated on the plans provided at Appendix 1. The use of the bays shall be monitored by the on-site Travel Plan Coordinators. Should monitoring indicate that the priority parking areas are regularly being utilised to full capacity, the allocation of further bays will be considered by the facilities management team

3. Authorisation Protocol

Use of the Priority Parking bays is authorised as follows:

- Employees wishing to benefit from use of the Priority Parking bays must be registered with the London Gateway Car Share scheme (www.LondonGateway.liftshare.com) and must register their Liftshare 'partnership' on the database as a 'Budi Team'. Individuals may register as part of more than one 'Budi Team'
- Upon registering with Liftshare each member of the 'Budi Team' will be issued with a Priority Parking Permit. This will be in a similar form to a staff I.D card and will identify the member of staff by reference to their staff number and their 'Budi Team(s)' reference (no photo)
- Car sharers will be required to display their permits within the vehicle whilst the vehicle is parked in a priority bay. Vehicles displaying two or more permits will be authorised to utilise the priority bays

4. Enforcement Protocol

The following enforcement protocols are implemented:

- Use of Priority Parking bays will be monitored by the site security team on an ad-hoc basis
- Vehicles witnessed to be parked in the priority bays without displaying two permits will first be issued with an enforcement notice (left in an appropriate visible place on the vehicle)
- The enforcement notice will politely highlight that the vehicle is in breach of the Priority Parking policy and request that it is not parked in the priority bays without the protocol being adhered to. It will also highlight that if the vehicle is witnessed parking in breach of the policy again the vehicle shall be clamped
- Owners of clamped vehicles shall be required to contact the site security team to have the clamp removed

APPENDIX 1



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