



CAR PARK PERMITS

TOWN COUNCIL MEETING

REPORT 61/15

13 JULY 2015

The purpose of this paper is to summarise the Public Buildings Working Group's (PBWG) proposals for the initial use of Permits in the four car parks for which the Town Council will become responsible on 1 August 2015.

No. DETAIL

1) BACKGROUND

- a) Minute 81/15 of the Town Council meeting of 8 June 2015 included in its resolution that: *the Public Buildings Working Group be asked to bring forward recommendations about the use of permits to the 13 July meeting of the Town Council.*
 - b) In response, the Group continued its earlier discussions of the use of Permits at its meeting of 25 June and its recommendations for their initial use are set out in the following paragraphs of this Report.
 - c) The Town Council's decisions on Permits will be subject to agreement with the Isle of Wight Council (IoWC) in relation to its enforcement responsibilities.
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2) RESIDENT PERMITS

- a) The current IoWC Resident Permit for its Car Parks is charged at £150 a year and is available for a specified Car Park to households within a 200 metre radius of it and restricted to 1 Permit per address for an identified single vehicle.
 - b) The PBWG has considered all of these elements and its proposed Terms and Conditions document for a Ventnor Town Council Resident Permit is attached to this Report.
 - c) In summary, the Group proposes that the 200 metre restriction should no longer apply, allowing application for the Permit to be self-rationed by distance, but that the restriction to one Permit for one specified vehicle per address be retained.
 - d) The proposed charge is £120 for a 12-month Permit.
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3) TENANT PERMITS

- a) Permits for Dudley Road Car Park have been made available by the IoWC available to tenants of Salisbury Gardens on the basis of one identified vehicle for each member of staff employed in the building at a cost of £10 per month.
 - b) The PBWG's recommendation is to continue this practice on the basis of annual permits at a charge of £120.
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4) ACCOMMODATION PROVIDER PERMITS

- a) The PBWG's recommendations include the provision of up to two Guest Permits for any of the Town's Accommodation providers for issue to their guests.
 - b) This will need further consideration in view of the enforcement issues it presents.
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5) TEMPORARY PERMITS

Temporary Permits for use by visitors to Salisbury Gardens are also recommended but, as with the Accommodation Provider Permits, need more discussion with the IoWC about enforcement.

6) PERMIT

- a) The design for the Ventnor Town Council permit is attached to this report and has been approved for use by the IoWC.
 - b) They will be printed on clear vinyl sized 10cm x 10cm with an image size of 8cm x 8 cm with a backing card from which they can be easily peeled and stuck directly to windscreens from
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which they can also be easily removed.

- c) The manufacturer's charge for these is 88p each.
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7) ENFORCEMENT

- a) As previously agreed, the IoWC is retaining enforcement functions for the four car parks.
- b) They are moving to what they describe as virtual permits from 1 September: from that date they will no longer issue paper Permits for any purpose with entitlement being linked to vehicle registration numbers.
- c) They have offered to include the Ventnor Town Council Permits within that system and reimburse us for the funds they collect in respect of them.
- d) However, there is a strong case for retaining the separate branding the attached Permit would provide, notwithstanding the additional administration involved: enforcement would then only require that we provide IoWC on a monthly basis with a list of the vehicle registration numbers of expired Permits.
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8) VAT

- a) Members need to be aware that although the IoWC does not identify a VAT element within the charges it makes for Permits, it calculates the VAT included in those charges and the VAT element of the Pay & Display machine charges and pays both to HMRC in its monthly VAT returns.
- b) The reason for this is that the IoWC has claimed for the last 15 years that off-street car parking should not be regarded as a business expense and is therefore VAT exempt. HMRC has rejected this claim and the IoWC, joined with three other local authorities, began a legal process in support of its case that began in 2006 and is still ongoing.
- c) The Town Council's VAT Advisor, DCK Beavers Ltd, and the IoWC have both been asked for advice and concur in the view that it would be prudent for the Town Council to adopt the same practice.
- d) If the IoWC is successful in its claim when the legal process is finally concluded the VAT paid to HMRC in this context would be reclaimable.
- e) Consequently, the Town Council Permits, although charged at £120 each will actually yield a secure income of £100 each.
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9) RECOMMENDATIONS

The Town Council is recommended to agree that:

- i) Resident Permits for the four Car Parks be issued on the basis of the Terms and Conditions Document attached to this Report;
- ii) Tenant Permits be issued to tenants of Salisbury Gardens on the basis of one vehicle for any member of their staff working from the building;
- iii) Accommodation Provider and Temporary Permits be developed subject to satisfactory enforcement arrangements being agreed with the Isle of Wight Council;
- iv) Permits be charged at £120 per annum including VAT of £20.
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VENTNOR TOWN COUNCIL

RESIDENTS' CAR PARK PERMIT

TERMS AND CONDITIONS

A Ventnor resident and owner of a vehicle may apply for a Ventnor Town Council Parking Permit in any one of the following four Car Parks:

- Dudley Road
- Market Street
- Pound Lane
- Shore Road

A Permit will not be issued without:

- proof of residency in the form of a passport, driving licence or recent utility bill; and
- proof of vehicle ownership in the form of the vehicle's V5 (log book)

NB. If the vehicle is a lease or company vehicle, a copy of the lease agreement or an employer's letter confirming that the vehicle is for your sole personal use will be required.

The permit will be issued at the cost of £120 for 12 months. Payment can be made at the Town Council's Office in Salisbury Gardens by cash or a cheque made payable to Ventnor Town Council or by recorded delivery to ensure safe receipt.

The permit will be valid for a 12 month period from the 1st of any month.

A maximum of one permit will be issued for any one postal address.

The permit is only valid for display in the vehicle stated on the permit, within the specified location.

The issue of a permit does not guarantee the availability of a parking space. It merely entitles the relevant vehicle to park in any of the designated parking bays if there is sufficient space. The permit cannot be used to park in any other area or zone and the vehicle must be parked wholly within a designated bay.

The permit cannot be used in any vehicle other than the vehicle specified on the permit. Should you have a courtesy vehicle from a garage, you must contact the Town Council directly by phone on 01983 853775 or email to alison@ventnortc.org.

A duplicate permit may be issued in respect of damaged or defaced permits or if there is a change of vehicle. The old permit must be surrendered (if applicable). A charge of £10.00 + VAT will be made for the issue of such a permit.

The permit is issued subject to the conditions of the current relevant Parking Places Order, which may be seen during normal office hours at the Town Council offices.

The permit must be clearly displayed inside the front nearside windscreen and remains the property of Ventnor Town Council. Failure to clearly display the permit for whatever reason will render the driver liable to a penalty charge.

Permits must be surrendered to the Town Council if:

- the holder ceases to be a permanent resident at a qualifying address;
- the holder no longer owns the vehicle for which the permit was issued;
- the vehicle is adapted or used in such a way that it no longer qualifies for a permit; or
- the issue of a duplicate or replacement permit is required.

A refund will be made on the remaining full months, less a £10.00 + VAT administration charge. However, a refund will not be issued if the permit is not returned to Parking Services.

The personal details provided by you will be held on a database and used for the purposes of Parking Services. The Isle of Wight Council is the data controller for the purposes of the Data Protection Act 1998.



VENTNOR TOWN COUNCIL

CAR PARKING PERMIT

Vehicle Registration

Start Date

End Date

Car Park

Type of Permit