

London Yard Parking Policy

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 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).

1.3 Residents permits:

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.com.

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.

1.3.3 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 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.

1.3.5 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 to whom it is issued ceases to be qualified to hold a permit or when the permit has expired.

1.4 Visitor permits:

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.com.

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 when used)
- Expiry date (entered by resident / visitor and can be a maximum of five days after Start Date)

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 with a start date and an expiry date which can be a maximum of five days from the start date, after which time, the permit can 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 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.

1.4.10 London Yard Management Company reserves the right to cancel a parking permit at any time.

1.4.11 Visitor 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.

1.5 Commercial property / staff permits:

1.5.1 In order to free up parking space for shoppers; commercial property staff should apply for a 'commercial' parking permit and park in the car park immediately in front of the restaurant.

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.com.

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.

1.5.4 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 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.

1.5.6 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 to whom it is issued ceases to be qualified to hold a permit or when the permit has expired.

1.6 Shoppers:

1.6.1 Shoppers using the services of the commercial properties including the Memsahab restaurant may park for up to three hours using the designated bays directly outside the commercial properties on Amsterdam Road.

1.6.2 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 per permit.

1.8 Foreign vehicles:

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.

1.9 Deliveries and removals:

1.9.1 Residents receiving large deliveries or moving in to or out of London Yard should advise the managing agents at least 7 days in advance in order that a designated parking bay may be allocated and cordoned off for this purpose.

1.10 Enforcement of parking policy:

1.10.1 Any vehicle found in contravention of any part of this parking policy shall initially be issued with a ticket by London Yard Security advising of the contravention.

1.10.2 Should corrective action not be taken within 14 days of the issue of a ticket, a third party contractor will be appointed to clamp or remove the vehicle from the development and a fee will be charged for the release or repatriation of the vehicle.

1.10.3 The parking scheme is in operation 24 hours per day, seven days per week.

1.10.4 London Borough of Tower Hamlets Parking Permits are not valid on the London Yard development.