



Cyngor Castell-nedd Port Talbot
Neath Port Talbot Council

Staff and Member Car Parking Scheme

Os hoffech dderbyn gohebiaeth mewn perthynas â'ch cyflogaeth yn Gymraeg, cysylltwch â'ch Swyddog AD dynodedig.

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1. Introduction

This Scheme sets out how the Council's (revised) Staff and Member Car Parking Scheme will operate at all designated locations with effect from 01st April 2024.

2. Scope

All staff and Members who wish to park in one of the Council's pay and display or civic office car parks will have the option of:

- **Applying for a virtual car parking permit**, for use within designated car parks (see **Appendix A** for further details)

OR

- **Using "Pay and Display" parking, at the appropriate tariff** for the car park being used

3. Pay and Display Council Car Parks

Staff and Member virtual parking permits will be valid for use in designated Council car parks for work purposes - as follows:

Monday to Friday

Neath Multi-Storey 6am to 11pm

Port Talbot Multi-Storey 7am to 6pm

Parking permits will also be valid for car parking at **The Quays** seven days a week.

4. Staff and Member Permits

Applications need to be sent to parkingpermits@npt.gov.uk along with the car registration and payroll number of the applicant.

Change in vehicle registrations are the responsibility of the permit holder and are done through either the MiPermit App or website. Log in details are provided to the permit holder when the permit is created

Virtual car parking permits will be valid for 20 years from issue unless advance notice is given that the virtual car parking permit is to be cancelled to parkingpermits@npt.gov.uk .

5. Service Response Centre At the Quays, Briton Ferry

The parking of private cars within the Service Response Centre is **not** permitted, unless authorised to do so by a relevant Head of Service (only during out of hours).

6. NPT Council Staff who do NOT have a car parking permit

Staff who use a Council pool car or other vehicle will be provided with a vehicle-specific car parking permit and/or barrier access card, as appropriate.

NPT Council staff and Members who do not have a car parking permit and who incur charges at a “pay and display” public car park, at The Quays or at any other designated car park **when visiting a location other than their fixed base, while carrying out Council business**, will be reimbursed the actual cost of parking.

7. Barrier Controlled Parking at Port Talbot Civic Car Park

The following categories of staff will be granted barrier-controlled parking facilities.

- **Blue Badge holders** (subject to such Badge holders being based at Port Talbot Civic Centre / already being a permit holder);
- **Staff with short-term mobility difficulties** who have been granted temporary access to barrier-controlled parking facilities at this location
- **Chief Officers and Members**

8. Lost Barrier Access Cards

A replacement of a barrier access card will incur a charge of £5.00.

9. Extension of Staff and Member Car Parking Scheme to Additional Locations

This Scheme will be introduced at suitable additional locations on a phased basis. It is intended that the following principles will apply, other than in exceptional circumstances:

- Car park access barriers will not be used;
- The provision of car parking spaces in operational areas will be minimised;
- Car parking spaces will be suitably surfaced;
- One or more visitor car parking spaces will be provided at each location - these will not be available for use by staff based at the relevant location;
- A designated motorcycle parking area will be provided;
- Staff and visitor car parking at each such location will be managed by locally based manager/s

Staff will be informed in advance about the planned rollout of additional locations for inclusion within this Scheme, following consultation with managers and trade unions.

10. Non-Compliance with the Staff and Member Car Parking Scheme

Any breach of this Scheme will be treated as a potential disciplinary matter.

The practice of “tailgating” at a barrier-controlled car park, whereby a vehicle drives so close to the vehicle in front that the car park barrier is prevented from being lowered following entry / exit by the first vehicle, is strictly prohibited as a means of gaining access to / leaving a car park without charge. It is also a dangerous practice. Such a practice will also be considered as a potential disciplinary matter.

Penalties for breaching this Scheme include disciplinary action, the withdrawal of participation in this Scheme and the cancellation of barrier access card facilities.

11. Review

This Scheme will be subject to periodic review.

APPENDIX A

Staff and Member Car Parking Permits - Eligible Public “Pay and Display” Car Parks

Monday to Friday - 6am to 11pm

Neath multi-storey car park

Monday to Friday - 7am to 6pm

Port Talbot multi-storey car park

Parking permits will also be valid for car parking at **The Quays** seven days a week.

