



PS 089 Parking at HQ

February 2008

Version 1.1

Statement of legislative compliance

This document has been drafted to comply with the general and specific duties in the Equality Act 2010; Data Protection Act; Freedom of Information Act; European Convention of Human Rights; Employment Act 2002; Employment Relations Act 1999, and other legislation relevant to policing.

Table of Contents

Statement of legislative compliance	1
Aims and objectives of the policy	3
Policy statement	3

Aims and objectives of the policy

There is currently no formal documentation that covers the allocation of car parking spaces at Force Headquarters. This document provides for that requirement.

Policy statement

It is the Policy of Nottinghamshire Police that parking at Force Headquarters, Sherwood Lodge for officers and staff will be on a "first come, first served" basis with the exception of the spaces as defined in the table below;

Designated for	No. of Spaces
Visitor Parking (as currently)	14
Disabled Persons Parking (as currently)	12
Pooled Vehicles (as currently designated by signage)	6
Command	7
Special Branch	4
Occupational Health visitors	4
Operational Vehicles (marked and Unmarked)	36
Scene's of Crime	16
Gold Command	4
Witness Management	2

There are also a number of principles regarding parking and driving on site that has been introduced for security and health and safety reasons, these are as follows:

1. Disclaimer notices will be clearly displayed on site, stating: This car park is provided solely for the use of officers and staff of Nottinghamshire Police and for authorised visitors. Parking is entirely at your own risk. Nottinghamshire Police will not accept liability for loss of, or damage to, vehicles and contents while in this car park.
2. All personal vehicles occupying a space on site, except visitor parking spaces, must clearly display a Police parking permit. If a permit is not displayed then a note of the registration number of the vehicle will be taken and a polite notice asking the owner to display their permit on future visits.
3. Drivers whose vehicle is considered to be parked hazardously will be required on request to move it, immediately.
4. The marked red lines create a minimum width route for emergency vehicles should there be a need for them to enter site. The owner/driver of any vehicle encroaching on these lines will be requested to move the vehicle, immediately.
5. The speed limit on site is 10 miles per hour and will be observed at all times.
6. The road signage on site is to be observed in order to create a safe flow of traffic in and out of parking areas.

7. Members of staff who are Blue Badge or Temporary Permit Holders will / are eligible to use those bays marked "Parking for Blue Badge and Temporary Permit Holders only!" No other persons are authorised to use these spaces (including marked Police Vehicles)
8. Where a person is in breach of any of the points 2 to 7 above on 3 or more occasions, car-parking facilities will be withdrawn for a period of 1 month.
9. Car parking facilities are of a "Short Stay" nature and are provided for parking during personnel's working hours. If personal vehicles are required to be left on site for operational reasons for a longer period of time the HQ Site Services manager needs to be informed to avoid needless effort tracing the owner.
10. If a vehicle is found parked on site for other than attendance at work/shift or on investigation for the reason in (6) above, the owner will be contacted and requested to move the vehicle within 72 hrs. Failure to remove the vehicle within the allocated times will incur a charge of £50 for administration, £70 for lifting and a further £12 per week for storage; these prices are subject to change.