

Lower Halstow Parish Council
Westfield Car Park – Usage Policy

1. Westfield Car Park is owned and managed by Lower Halstow Parish Council. The Council reserve the right to refuse permission to park in the area.
2. Only residents of Westfield or Club Cottages are entitled to apply to rent a space at the car park. The maximum length of vehicle entitled to use the car park will 5m.
3. The parking Spaces will be allocated by the Parish Council against the numbered Cottage. (Cottage No 1 has Car park space 1 etc). Spaces will be offered to residents on a PERMANENT basis. ("P" Permit)
4. Cottages 1-17 will be offered 1 Car Park space. (They have access to on-road parking-if necessary.) Cottages 18-24 will be offered 2 Car park spaces. (They have no access to on-road parking.)
5. Spaces which are not required will be re-allocated BY THE PARISH COUNCIL on a year-by-year TEMPORARY basis, and will revert to the original holder if required. ("T" Permit).
6. All vehicles are required to display the appropriate permit at all times when using the car park.
7. Only authorised vehicles, as detailed on the permit will be permitted to park in the allocated space. Consideration must be given to all those permitted to use the car park.
8. Adequate insurance, tax and MoT cover is required for the registered vehicle(s) at all times
9. Permits are non-refundable. The parking spaces are non-transferable. Spaces will be allocated on a first come, first served basis and the Council will maintain a waiting list of the residents wishing to rent a space.
10. Notification of any change in vehicle must be given to the Clerk in writing and a new permit will be issued
11. Payment for the parking space(s) must be made by 30th June each year; the Council will withdraw a permit if the appropriate fee is not paid by 31 July.
12. The Parish Council will not permit anyone to carry out repairs, maintenance or other works to a vehicle in the Westfield Car Park. All Commercial vehicles, other than Light Vans are prohibited.
13. The car park has been set aside to alleviate some of the parking difficulties in Breach Lane and Tenants should therefore try to use the space in the car park at all times, and refrain from parking on the road unless they are loading/unloading
14. The Parish Council are entitled to close the car park at any time without notice.
15. Permits are issued in the following categories:
 - P** Permits are allocated to the corresponding cottage number in a PERMANENT basis e.g. P1
 - T** Permits are issued on a temporary basis, reviewed annually and if required will revert back to the corresponding cottage e.g. T1
 - V** Permits are issued to cover essential requirements, e.g. regular visitors (Child care, health visitors) holiday cover etc. These permits will be issued at a reduced rate (£25)
- Registration numbers should be shown; permits will be reviewed annually.
- All changes/transfers MUST be authorised by the Lower Halstow Parish Clerk.
16. The Parish Council will renew the fee payable annually.

17. The Parish Council do not accept liability for any personal injury or loss or damage to vehicles whilst using the car park.
18. The Parish Council retain the right to withdraw a parking permit should a tenant fail to comply with the terms & conditions.
19. All complaints concerning breach of this Policy are to be addressed to the Parish Clerk.

Reviewed February 2024