

Clifton Village Residents' Parking Scheme (RPS)

# Information for local organisations



**Residents'**  
Parking Scheme



## 1. About the RPS

RPS areas mark out parking places on the road. To park in them, vehicles must display a permit for the Clifton Village (CV) RPS area. In some parking places, vehicles without a permit can park with a pay & display ticket.

There will be a sign next to the parking place to show whether vehicles need a permit or a pay & display ticket to park there.

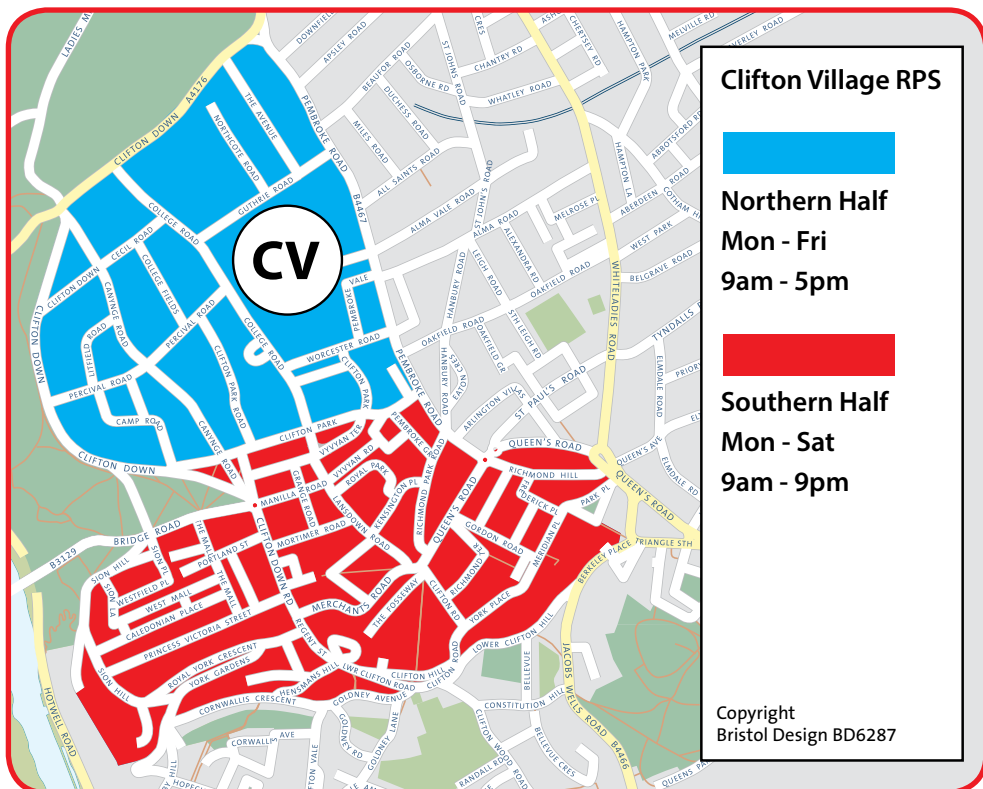
## 2. Parking for local organisations

This note is intended as information for the occupants and/or owners of all organisations located in the RPS area, ie all non-residential properties.

The Clifton Village Residents' Parking Scheme starts on **Monday 16th March 2015**. After this date, vehicles will need either a permit or a pay & display ticket to park in the area shown on the map below during the operating hours of the scheme.

There will be different types of parking place in the area as follows:

- **Permit holders' parking place:** for residents, organisations and visitors.
- **Shared use parking place:** for permit holders, pay & display parking and Blue Badge holders.
- **Pay & display parking place:** for pay & display parking and Blue Badge holders.
- **Disabled persons parking place:** for Blue Badge holders.
- **Car club parking place:** for car club vehicles.
- **Loading place:** for loading only.



- The operating hours in the **northern** section (shown in blue on the map) are **Monday to Friday from 9am to 5pm**.
- The operating hours in the **southern** section (shown in red on the map) are **Monday to Saturday from 9am to 9pm**.
- The scheme does not operate on on Sundays, Bank or Public Holidays.
- The exceptions to the times above are disabled persons parking places, car club parking places and most loading bays, which operate at all times. The operating times of each parking place are shown on the sign adjacent to the bay, so this should always be checked before parking.

### **3. Permits for organisations**

Each organisation located within the CV area shown on the map on page 3 can apply for a number of business and/or customer permits. For the purposes of this note and the administration of the scheme, an organisation is defined as follows:

**One address that is registered as a business for non-domestic rates purposes.**

If you have any queries about this in relation to your property, please contact Parking Services either by e-mail at [parking.permits@bristol.gov.uk](mailto:parking.permits@bristol.gov.uk) or by telephone on **(0117) 922 2600**.

### **4. Types of permit**

There are two types of permit available. You can choose to apply for just one type of permit or any combination of the two.

#### **4.1 Business permits**

These are for operational vehicles that are associated with your organisation. You may not need a permit for every vehicle, as each permit can carry up to two vehicle registration numbers and can be swapped between those vehicles. Each vehicle shown on the permit must be insured for business use and used for operational purposes.

#### **4.2 Customer permits**

These permits are more flexible than business permits as they can be used in any vehicle.

**However, lost customer permits cannot be replaced or refunded.**

## 5. Permit and pay & display costs

### 5.1 Permit costs

The 'standard cost' applies to most organisations. Schools, charities, places of worship and businesses in receipt of small business rate relief (based on premises with a rateable value of less than £12,001 per annum), can apply at the 'discounted cost' shown below.

Type of permit	Standard cost per year	Standard cost per quarter	Discounted cost per year	Discounted cost per quarter
Business permit	£240	£60	£140	£35
Customer permit	£250	£62.50	£150	£37.50

### 5.2 Pay & display costs

You can choose between parking for up to 30 minutes free of charge using a ticket from a pay & display machine or paying £1 per hour to park for longer than this. In the southern section of the scheme, you can park for up to three hours. In the northern section, you can park for up to five hours.

## 6. Number of permits available

### 6.1 Permit eligibility

Most organisations can apply for up to seven permits. Different rules apply to small businesses as described below. Organisations that do not qualify for small business rate relief ("**larger organisations**"), hotels or conference venues can apply for more than seven permits in some cases. The method of calculating eligibility is described below but if you have any queries about this please contact Parking Services either by e-mail at [parking.permits@bristol.gov.uk](mailto:parking.permits@bristol.gov.uk) or by telephone on **(0117) 922 2600**.

## 6.2 Small businesses

Small businesses eligible for small business rate relief, based on a rateable value less than £18,000, can apply for a total of three permits (these can be any combination of business or customer permits).

## 6.3 Larger organisations

You can apply for up to seven permits. You may be able to apply for more than this depending on the parking capacity available adjacent to your premises and/or your number of Full Time Equivalents (FTEs). The resulting number must be greater than the standard seven permits for you to apply for additional permits.

The calculations below will be used to assess if additional permits can be issued. We have used an example of a business with 100m of available parking and 20 FTEs.

**1. Parking capacity.** This will be calculated by the Council. We will measure the parking capacity adjacent to your premises. Where an organisation owns more than one premises in CV RPS, the parking capacity allocation will be applied to each one.

- 35% of total parking bay length in metres divided by 5 metres per car equals the number of permits
- Example: 35% of 100m = 35m;  $35\text{m} \div 5 = 7$  permits

**2. FTEs.** You are eligible for one permit for every five FTEs up to a maximum of 30 permits per organisation. The FTE number will be based on the total number of staff working at each site added together.

- Number of FTEs divided by 5 equals the number of permits
- Example:  $20 \text{ FTEs} \div 5 = 4$  permits
- **Total number of permits available:** The parking capacity and FTE calculations will be added together to determine how many permits the organisation is eligible for.
  - Parking capacity plus FTE allocation equals number of permits
  - Example:  $7 + 4 = 11$

If you wish to apply for more than the standard seven permits, please complete section E of the application form and provide the information requested. Please note that the Council reserves the right to make the final judgement about the number of permits that you can apply for.

All applications, including those for the 'standard' seven permits, must be submitted with the required supporting information as shown on the application form. Permits will not be issued automatically.

#### 6.4 Hotels

Hotels can **either** apply for the number of permits equivalent to 50% of the number of bedrooms available for guests or apply on the same basis as larger organisations.

#### 6.5 Conference venues

Conference venues can **either** apply for the number of permits equivalent to 20% of their average delegate capacity, **or** apply on the same basis as larger organisations. If a conference venue is based at another organisation's site, permit eligibility will be shared between those organisations. However, whether or not the organisation qualifies as a conference venue will depend on the **primary purpose** of the site. This will be determined by the Council and permits will be allocated on that basis.

### 7. Information for landlords

If you are a landlord of multiple properties in any of Bristol's RPS areas (excluding the city centre Controlled Parking Zone) you may be eligible for a small number of permits to enable you to access and maintain your properties.

More information on this is available at [www.bristol.gov.uk/rps](http://www.bristol.gov.uk/rps)

### Find out more

If you have any queries about your application please contact Parking Services either by e-mail at [parking.permits@bristol.gov.uk](mailto:parking.permits@bristol.gov.uk) or by telephone on **(0117) 922 2600**.

## Translations and other formats

If you would like this information in another language, Braille, audio tape, large print, easy English, BSL video or CD rom or plain text please contact:

**parking.permits@bristol.gov.uk** or call us on **(0117) 922 2600**

### Bengali

ইংরেজী আপনার মাতৃভাষা না হলে এবং আপনার কোন অনুবাদের প্রয়োজন হলে আমরা তা প্রদান করতে সক্ষম।

### Chinese

如果英文不是您的第一語言，而您需要翻譯的話，我們可以為您安排。

### Gujarati

જો તમારી પહેલી ભાષા અંગ્રેજી ન હોય અને તમને ભાષાંતરની જરૂર હોય તો અમે તમને તે આપી શકીએ છીએ.

### Hindi

यदि आंग्रेजी आप की पहली भाषा नहीं है और आप को अनुवाद की आवश्यकता है तो यह हम आप को प्रदान कर सकते हैं।

### Kosovan

Nëse anglishtja nuk është gjuha juaj amtare dhe keni nevojë për një përkthim, ne mund t'ua sigurojmë atë.

### Kurdish

Heke îngilîzî zimanê we yê yekem nîne û pêwîstîya we bi wergêr heye, em dikarin yekî ji we re bibînin

### Polish

Jezeli angielski nie jest twoim podstawowym jezykiem i wymagasz interpretacji, skorzystaj z naszych uslug.

### Portuguese

Se o Inglês não é a sua língua materna e precisa de uma tradução, nós podemos obtê-la.

### Punjabi

ਜੇਕਰ ਇੰਗਲਿਸ਼ ਤੁਹਾਡੀ ਪਹਿਲੀ ਭਾਸ਼ਾ ਨਹੀਂ ਅਤੇ ਤੁਹਾਨੂੰ ਦੁਬਾਸ਼ੀ ਦੇ ਜ਼ਰੂਰਤ ਹੋ ਤਾਂ ਤੁਹਾਡੇ ਲਈ ਅਸੀਂ ਇਸਦਾ ਪ੍ਰਬੰਧ ਕਰ ਸਕਦੇ ਹਾਂ।

### Somali

Haddii Ingiriisku aanu ahayn afkaaga kowaad oo aad u baahan tahay turjumaad, annagaa kuu samayn karra.

### Urdu

اگر انگریزی آپ کی پہلی زبان نہیں ہے اور آپ کو ترجمہ کی ضرورت ہے تو ہم آپ کے لئے فراہم کر سکتے ہیں۔

### Vietnamese

Nếu quý vị không thạo Anh văn và cần bản dịch, chúng tôi sẽ giúp quý vị một bản.

## Contact Details

**Post:**

**Parking Services (permits 3025)**

**PO Box 3176**

**Bristol BS3 9FS**

**Email: [parking.permits@bristol.gov.uk](mailto:parking.permits@bristol.gov.uk)**

**Phone: (0117) 922 2600**