



Cheddleton Parish Council – Car Parking Permit Policy for Cheddleton Community Centre Car Park

1. Introduction

1.1 Cheddleton Parish Council aims to manage the use of the Cheddleton Community Centre Car Park efficiently to ensure fair access for residents without off-road parking.

1.2 This policy sets out the regulations for the issuance, use, and renewal of car parking permits, ensuring transparency and proper management of the facility.

2. Permit Eligibility and Allocation

2.1 A maximum of **nine (9) permits** will be issued annually.

2.2 Permits will only be issued to **residents in the immediate vicinity** who do not have off-road parking at their residence, unless a permit is available.

2.3 **Permits will not be issued** for business premises, including but not limited to holiday homes.

2.4 Each household is **limited to one permit** for one vehicle.

2.5 Applicants must provide the following documents:

- Proof of address
- Vehicle ownership documentation
- Valid MOT certificate
- Proof of insurance and road tax

2.6 Any changes in vehicle ownership or address must be reported to the Parish Council promptly.

2.7 Permit holders must display the permit **clearly in their vehicle** when parked in the car park.

2.8 **Blue Badge holders and the Community Centre caretaker** are exempt from permit charges.

3. Parking Regulations

3.1 The car park will be **closed from 6:30 PM to 7:00 AM**, except when the Community Centre is in use.

3.2 Vehicles left in the car park after closure may be **locked in overnight**, and permit holders accept this risk.

4. Fees and Renewal

4.1 The annual permit fee is **£340**, effective from **1st April 2025**.

4.2 Permits and charges will be reviewed and renewed annually.

4.3 If a permit holder chooses not to renew their permit, they **must notify the Parish Council** as soon as possible so it can be reallocated.

5. Waiting List and Cancellation

5.1 If all nine permits are allocated, eligible applicants will be placed on a **waiting list** and offered a permit when one becomes available.

5.2 A **one-month notice period** is required if either the permit holder or Cheddleton Parish Council wishes to cancel a permit.

5.3 Permit holders who do not renew by **1st April 2025** will no longer be allowed to park in the car park.

6. Policy Review

6.1 This policy will be reviewed in six months from 25/3/25 to ensure it remains fair, transparent, and effective in managing the Cheddleton Community Centre Car Park.

6.2 Any amendments or exceptions to this policy will be at the discretion of the Parish Council.

7. Contact Information

For inquiries regarding parking permits, contact:

Clerk: Mrs. L. J. Green

Phone: 01538 385223 | **Mobile:** 07488 341605

Email: clerk@cheddleton-pc.gov.uk