



# **Car Park Restrictions at City Quay**

## **Parking Enforcement Regime & Reporting Instructions For Residents**

### **Effective and In Force from 5 October 2020**

#### **£100 FINE**

City Quay is a leasehold site with key vehicle and parking restrictions contained within the lease. These are supported by site regulations. The current vehicle / parking restrictions are:

- You may only park within your own apartments numbered bay.
- Visitors may only park within marked visitor's bays on-site. These are identified by the white V painted on the floor of the bay.
- Vans over 3 tonnes require the permission of the Board to be onsite. They may only park at the rear of the site in visitor bays away from Apartment blocks.
- Vehicles must be personal vehicles and be operational.

Parking is strictly **NOT** permitted:

- On any road within the site.
- On any pavement/ grassed area/ or flower bed within the site.
- On any access road/pavement / grassed area or flower bed to/on the site.
- In any bay other than your own or a Visitors bay.

It is the responsibility of leaseholders / residents to ensure their visitors / workers are aware and comply with these restrictions.

As of 5 October, these restrictions will be enforced through a fine of **£100** and **potential removal of vehicles off site at leaseholders / residents cost.**

The below / attached sets out instructions for residents to log vehicle / parking breaches.



## City Quay Parking Breaches Reporting Instructions

1. Take pictures as per below examples showing:
  - Vehicle licence plate
  - Position of vehicle – get surroundings in including nearest parking sign.
  - Windscreen / dashboard
  - VIN number if possible
2. Send the 4 pictures by email along with:
  - Your name
  - Apartment number
  - Date/time and approximate length of violation
  - A description of the breach, e.g. *car parked within my bay without permission or car parked on road.*
3. Please address emails to **[parking@cityquay.com](mailto:parking@cityquay.com)**

SIP Parking Ltd (who now have the contract for enforcing parking / vehicle regulations on City Quay) will then issue the relevant fine notification / take the relevant action independently.

Any fine enquiries during office hours Tel: 0333 999 7575

### Notes:

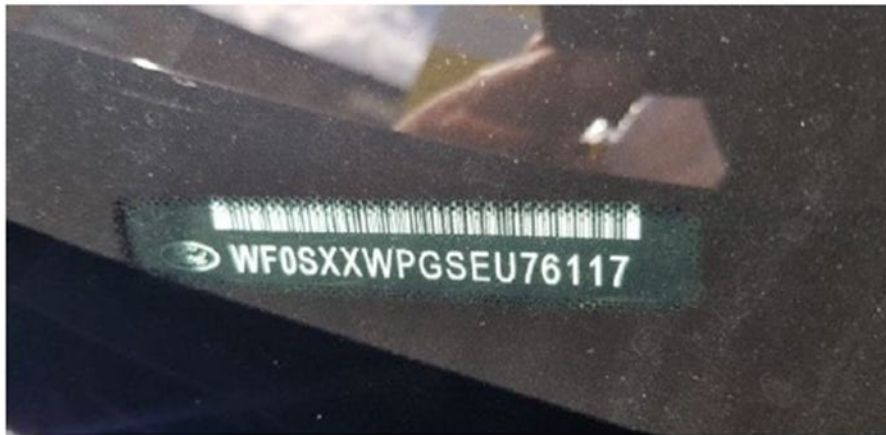
- £100 was set by SIP. The Board do not receive any commission so there is no financial incentive for the Board to submit violations to SIP
- Service vehicles will not be fined as long not parked in a numbered parking space
- Fines are reduced if paid immediately

## PCN Guidelines

At least one but preferably multiple dashboard images:



VIN Number for vehicle identification:



Clear shot of the car's license plate and it's the general surroundings – preferably with the parking sign as well.



If an on-site PCN issued, always take a photo of it on the windscreen:

