

Cheddleton Parish Council



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Cheddleton Parish Council Car Parking Permit Policy – Community Centre

1. Introduction

1.1 Cheddleton Parish Council manages the use of the Cheddleton Community Centre Car Park to ensure fair and reasonable access for residents of the parish.

1.3 This policy sets out the rules for use of the car park, the permit scheme, and the allocation process.

1.3 This policy may be reviewed, amended, or withdrawn by the Parish Council at any time.

2. Car Park Opening Hours

2.1 The car park will normally be open between:

7:00am and 9:00pm.

2.2 The gates will be locked at 9:00pm using a combination lock.

2.3 The combination code will be changed once each year or at any time if required.

2.5 Permit holders issued with the access code may enter the car park outside normal opening hours.

2.5 The access code must not be shared with any other person other than those using the permit.

3. Annual Permit Scheme

3.1 A maximum of ten (10) permits will be issued each year.

3.2 The cost of each permit will be £100 per year unless otherwise set by the Parish Council.

3.3 Each permit allows parking for one vehicle only and the vehicle must fit in the marked parking space. No HGVs are allowed.

3.4 Permits must be clearly displayed in the vehicle window when parked in the car park.

3.5 Successful applicants will:

- receive the gate access code allowing 24-hour access
- receive a parking permit to display in their vehicle

3.7 A permit does not guarantee that a parking space will always be available.

3.7 Permits are valid for one year only and must be reapplied for each year.

4. Eligibility

4.1 Applications are open to residents of the parish.

4.3 Only one permit may be issued per household.

4.3 Applicants must provide proof of residence within the parish when applying.

5. Application and Ballot Procedure

5.1 Applications must be submitted by email to the Parish Clerk.

5.2 Applications must include proof of residence within the parish.

5.3 If more than ten valid applications are received, permits will be allocated by a publicly drawn ballot.

5.5 The ballot will be conducted in a transparent manner at a Parish Council meeting or other public setting.

5.5 Applicants not successful in the ballot will not receive a permit for that year.

6. Parking Regulations

6.1 Vehicles must be parked within marked bays where provided.

6.2 The car park must not be used for:

- vehicle repairs
- storage of trailers
- overnight sleeping or camping
- any activity causing nuisance, obstruction, or danger.

6.3 The Parish Council reserves the right to restrict access to any vehicle causing obstruction or nuisance.

7. Permit Conditions (Licence to Park)

7.1 A parking permit gives permission to park only and does not create a tenancy, lease, or exclusive right to any parking space.

7.2 The Parish Council retains full control of the car park at all times.

7.3 The Parish Council may withdraw a permit at any time where the rules are not followed.

7.6 The Parish Council may change the access code at any time.

7.6 The Parish Council may suspend, alter, or cancel the permit scheme at any time if required for maintenance, safety, operational reasons, or by resolution of the Council.

8. Loss of Permit or Misuse

8.1 Permits remain the property of Cheddleton Parish Council.

8.2 Permits may be withdrawn if:

- the permit is misused
- false information was given in the application
- the holder no longer lives within the parish
- the rules of the car park are repeatedly broken
- the access code is shared without permission.

8.3 No refund will be given where a permit is withdrawn for misuse.

9. Access and Liability

9.1 Vehicles and contents are left at the owner's risk.

9.3 The Parish Council accepts no liability for loss, theft, or damage.

9.3 The Parish Council may temporarily close the car park for maintenance, events, or safety reasons.

10. Review of Policy

10.1 This policy will be reviewed periodically by the Parish Council.

10.2 The Parish Council reserves the right to change:

- opening hours
- number of permits
- permit fee
- conditions of use
- access arrangements
- the permit scheme.

11. Approval

This policy will be reviewed at least 4 years.

The Council may review this policy earlier where there are changes to legislation, statutory guidance, or advice issued by NALC.

Date created: 19rd March 2026

Approved by Cheddleton Parish Council on:

Minute:

Review date:

Chair to sign: