

## The Yarmouth (Isle of Wight) Harbour Commissioners

# Car Parks' Rules

Harbour Office, Overflow Car Park and South Quay Pay &amp; Display facility

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## 1. Introduction

The following sets out the updated car parks' rules which came into effect on 21 January 2014, and revised in May 2017, for parking on Yarmouth Harbour Commissioners (YHC) property at the Harbour Office, the overflow car park, and the pay and display facility on South Quay.

## 2. Car Park Permits and Barrier Fobs

### 2.1. RESIDENT COMMERCIAL AND NON-COMMERCIAL MOORING LICENCE HOLDERS - ISSUE OF CAR PARK PERMITS/BARRIER FOBS FOR THE HARBOUR OFFICE CAR PARK ONLY

- (a) Parking permits will be issued annually by YHC to all holders of valid resident commercial and non-commercial mooring licences when the mooring licences are issued (usually November). The expiry date will be clearly marked on each parking permit issued.
- (b) The parking permit allows parking on a first come/first served basis for up to 24 hours, with no return within 4 hours.
- (c) Barrier fobs will be issued by YHC to all holders of valid resident commercial and non-commercial mooring licences when their first mooring licence is issued. One barrier fob per Owner ID (not per licence) will be issued. In the case of joint licence holders only one fob will be supplied.
- (d) Barrier fobs have no expiry date and remain active once issued (unless deactivated by YHC). Only parking permits are supplied annually.
- (e) The original permit must be clearly and fully displayed in the windscreen of the vehicle, with no part of the ticket obscured.

- (f) A parking permit/barrier fob does not guarantee the availability of a parking bay.
- (g) Parking anywhere other than a designated bay is strictly forbidden to ensure the safe operation of the harbour.
- (h) Parking permits/barrier fobs are not transferable.
- (i) If a parking permit is lost or destroyed it may, upon request, be replaced by YHC if the individual requesting the replacement satisfies the Commissioners as to the circumstances relating to the loss or destruction. There will be an administration charge of £5 for the provision of a replacement parking permit.
- (j) If a barrier fob is lost or destroyed it may, upon request, be replaced by YHC if the individual requesting the replacement satisfies the Commissioners as to the circumstances relating to the loss or destruction. There will be an administration charge of £10 for the provision of a replacement barrier fob.
- (k) Parking permits/barrier fobs will also be issued to staff members, Commissioners, and Advisory Committee members.
- (l) Non-commercial mooring licence holders' permits are not valid for use in the Overflow car park.

## **2.2. VISITORS/CONTRACTORS**

Visitors on Harbour business and/or contractors working for YHC are required to call into the reception area to obtain a temporary parking permit if they wish to park in the main Harbour Office car park. Access to the car park will be provided by the reception staff.

## **2.3. LONG TERM VISITORS - ISSUE OF CAR PARK PERMITS FOR THE OVERFLOW CAR PARK ONLY**

- (a) The overflow car park is situated off Tennyson Road, Yarmouth. This car park, which has an unmade surface, is accessed via the Isle of Wight Council pay and display car park.
- (b) Overflow parking permits will be issued to Long Term Visitor mooring holders on request.
- (c) Such permits will be issued on a month by month basis with the mooring invoice for that period.
- (d) The parking permit allows parking on a first come/first served basis for up to 24 hours, with no return within 4 hours.
- (e) The original permit must be clearly and fully displayed in the windscreen of the vehicle, with no part of the ticket obscured.
- (f) A parking permit does not guarantee the availability of a parking space.
- (g) Parking anywhere other than the designated area is strictly forbidden as the remainder of the car park is allocated for use by Wightlink only.
- (h) If a parking permit is lost or destroyed it may, upon request, be replaced by YHC if the individual requesting the replacement satisfies the Commissioners as to the circumstances relating to the loss or destruction. There will be an administration charge of £5 for the provision of a replacement parking permit.

### 3. Parking Areas/Bays and Time Limits

#### 3.1. HARBOUR OFFICE CAR PARK

Subject to these rules the designated parking bays in the Harbour Office car park are available as follows:

- (a) Disabled: There is one designated disabled parking bay. This bay is available for use by disabled persons only, whether or not a YHC permit holder, for up to 24 hours (no return within 4 hours). Access to the car park will be upon request at the Harbour's reception desk.
- (b) Short term load/unload: There are three designated short-term load/unload bays. These bays are outlined in blue paint and are available for use by holders of valid permits and visitors to the Harbour Office for up to 2 hours (no return within 2 hours).
- (c) Permit holder bays: The parking bays at the Harbour Office which are outlined in white paint are available for use on a first come/first served basis only by holders of valid permits for up to 24 hours (no return within 4 hours). There are currently 30 such bays.
  - For commercial mooring licence holders **ONLY** the 'no return' period is 1 hour.

#### 3.2. OVERFLOW CAR PARK

Subject to these rules the overflow car park is available to valid permit holders as follows:

- (a) The overflow car park is situated off Tennyson Road, Yarmouth. This car park, which has an unmade surface, is accessed via the Isle of Wight Council Pay & Display car park.
- (b) The following parking permit holders are allowed to park in the overflow car park:
  - commercial mooring licence holders if they need to park for longer than the permitted 24 hours in the Harbour Office car park. This is subject to a maximum stay of up to 72 hours (no return within 4 hours).
  - Long term visitors for up to 24 hours, with no return within 4 hours.
  - Commissioners and staff members when on Harbour business.
- (c) The original permit must be clearly and fully displayed in the windscreen of the vehicle, with no part of the ticket obscured.
- (d) A parking permit does not guarantee the availability of a parking space.
- (e) Parking anywhere other than the designated area is strictly forbidden as the remainder of the car park is allocated for use by Wightlink only.
- (f) **The overflow car park must NOT be used by holders of other permits, ie resident non-commercial annual mooring licence holders, and advisory committee members.**
- (g) A number of overflow parking permits are made available for sale on an annual basis to bona fide Wightlink commuters, local town traders, and resident annual mooring licence holders and LTVs who wish to park for longer than their YHC parking permit allows.

## 4. General

- (a) Parking on YHC property is only permitted in the designated parking bays when on Harbour business. This includes, for example, using or visiting a boat moored in the Harbour or visiting the Harbour Office itself, or attending meetings at the Harbour Office.
- (b) The Commissioners DO NOT provide public car parking facilities (other than the Pay & Display area on South Quay) and none of the designated parking bays at the Harbour Office or those around the river perimeter fence in the overflow car park are to be used by permit holders for any other purpose (ie shopping in the town).
- (c) Only the designated bays at the Harbour Office or those around the river perimeter fence in the overflow car park are to be used for parking and then only in accordance with these rules. Parking in other areas is strictly forbidden, especially in the overflow car park, which is to be kept clear for Wightlink's use at all times.
- (d) A valid original unobscured parking permit or temporary visitor permit must be clearly displayed in the windscreen of any vehicle parked on YHC property.
- (e) A parking permit does not guarantee the availability of a parking space.
- (f) Vehicles and their contents are left on YHC property entirely at the risk of the owner(s). YHC does not accept any liability for any loss from a vehicle parked on their property nor for any damage to a vehicle whilst parked on their property.
- (g) The disabled parking bay is only available for vehicles with a valid original disabled parking badge or permit issued by a competent authority. The badge or permit must be clearly displayed in the windscreen of the vehicle.
- (h) Commissioners, Advisory Committee members and staff members may use the car park(s) only when on Harbour business (which includes, in the case of staff members, attending their place of work).
- (i) Motorcycles, motor scooters and the like may only be parked in the bay allocated and marked for motorcycles at the Harbour Office car park.

## 5. Penalties and Enforcement

- (a) YHC will strenuously enforce the parking rules.
- (b) Permit holders who contravene the parking rules will have their parking permits suspended (and fobs deactivated where applicable).
- (c) Any disputes or complaints regarding the suspension must be addressed directly to the Chief Executive/Harbour Master for appeal. Dependent on the outcome of any appeal the permit/fob may be reinstated.
- (d) Examples of contraventions to the parking rules include, but are not limited to, the following:
  - Displaying an out of date permit
  - Displaying a defaced permit
  - Displaying a photocopy of a permit (only original permits are valid)

- Not clearly displaying in the windscreen a valid parking permit (both the permit number and expiry dates must be visible)
  - Not parking in a designated area/bay
  - Using the parking facilities when NOT on harbour business/visiting their vessel
- (e) YHC reserve the right to have any vehicle contravening the parking rules towed away to a safe storage site, particularly if the contravention impedes the safe operation of the harbour.
- (f) Any costs incurred in towing a vehicle away/storage/recovery charges will be the vehicle owner's responsibility.
- (g) An individual who has been issued with three parking contravention warnings will immediately have any parking privileges revoked permanently, without the right of appeal.
- (h) Permit holders who are abusive to harbour employees will also be deemed to be in breach of the parking rules and risk the prospect of having their parking permits/fobs suspended indefinitely.

## 6. South Quay Pay & Display Parking Facility

Subject to these rules the designated Pay & Display parking facility on South Quay is available as follows:

- (a) There are a number of bays available on a **Pay & Display** basis ONLY.
- (b) NO YHC issued permits are valid for free parking in these bays.
- (c) Permit holders who wish to park in this area must pay and obtain a ticket from the parking meter.
- (d) The applicable charges are displayed on the parking meter.
- (e) The facility to pay for parking via mobile phone is available.
- (f) A vehicle may be left in one of the bays for several days following payment of the requisite parking charge.
- (g) Pay & Display parking tickets are only valid for parking in the designated bays on South Quay and not in any other YHC parking area.
- (h) Pay & Display parking tickets must be clearly and fully displayed in the vehicle, with no part of the ticket obscured.

Yarmouth Harbour Commissioners

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