



St Just in Roseland Parish Council

St Mawes Car Park – Reserved Parking Policy and Procedure

1. Purpose

The purpose of this policy is to set out clear and fair criteria for the allocation, management, and use of reserved parking bays at **St Mawes Car Park**. The policy ensures that spaces are allocated transparently, prioritising local needs while maintaining efficient use of public parking facilities.

2. Scope

This policy applies to all individuals or businesses applying for, or holding, a reserved parking space within St Mawes Car Park. It covers:

- Application and acceptance procedures
 - Allocation and renewal criteria
 - Terms and conditions of use
 - Revocation or termination of reserved spaces
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3. Eligibility and Criteria for Application

Applications for reserved parking spaces may be submitted by:

- **Local residents** of St Mawes without private off-street parking or on-road parking restrictions outside your property.
- **Local businesses** operating within the Parish that require consistent parking for staff or operational vehicles.

Priority will be given in the order above.

4. Application and Acceptance Procedure

1. **Application Form** – Applicants must complete the official St Mawes Car Park Reserved Parking Application Form, providing:
 - Full name and contact details
 - Proof of residence or business operation in the St Mawes Ward of St Just in Roseland Parish
 - Copy of driving licence and confirmation of permanent residency
 - Reason for requesting a reserved space
 2. **Submission** – Applications must be submitted to the Parish Clerk of St Just in Roseland Parish Council by the advertised closing date each year.
 3. **Review and Assessment** – Applications will be reviewed by the Car Park Management Committee, who will assess eligibility based on the published criteria.
 4. **Notification of Outcome** – Successful applicants will receive written confirmation, including the space number, start date, and payment details. Unsuccessful applicants will have the opportunity to re-apply the next year.
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5. Terms of Allocation

- **Duration:** Reserved spaces are allocated for a fixed term of **12 months from 1st April to 31st March**, renewable annually subject to review and payment.
 - **Non-Transferable:** Allocations are specific to the named applicant; they may not be transferred, sublet, or shared.
 - **Payment:** Fees for reserved spaces must be paid in full prior to activation of the permit. Failure to pay by the due date may result in cancellation.
 - **Display of Permit:** A valid parking permit must be clearly displayed in the vehicle windscreen at all times.
 - **Use Restriction:** Reserved spaces are for the exclusive use of the permit holder during the reserved period. Unauthorised vehicles may be subject to penalty or removal.
 - **Inspection and Compliance:** Parish Clerk reserves the right to inspect spaces and permits to ensure compliance with policy conditions.
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6. Renewal and Waiting List

- Invitations to renew will be issued approximately **two months before expiry** of the current permit.
 - Failure to renew by the deadline will result in the space being offered to another applicant.
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7. Revocation and Termination

A reserved space may be withdrawn where:

- The permit holder no longer meets the eligibility criteria;
- Fees remain unpaid after the due date;
- Misuse of the reserved space occurs;
- The car park requires operational changes or maintenance.

A minimum of **14 days' written notice** will be provided where practical.

8. Appeals

Applicants or permit holders who wish to appeal a decision regarding allocation or revocation may submit a written appeal to the **Parish Clerk** within **14 days** of notification. Any appeal will be reviewed by the Car Park committee. The decision will be final.

9. Policy Review

This policy will be reviewed every three years by the **St Just in Roseland Parish Council** to ensure its continued relevance and fairness.

Approved by: St Just in Roseland Parish Council

Date of Approval: 3rd November 2025

Review Date: November 2028

Parish Clerk - Helen Couch

E-mail: parishclerk@stjustinroseland-pc.gov.uk

Millennium Rooms, The Square, St Mawes, Truro, TR2 5AG

Tel: 01326 531947