

# CAR PARKING POLICY

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## 1. INTRODUCTION

The provision of a car parking space is based on value for money. Spaces may be provided, within a reasonable distance to an officer's permanent work location, to any member of staff who meets one of the following qualifying criteria.

**Criteria 1:** Has a disability adversely affecting mobility;

**Criteria 2:** Whom the Chief Electoral Officer (CEO), determines to be an essential car user, having had regard to:

- the number of projected journeys during a specified period
- the duration of that period
- the times of day at which the journeys are likely to be undertaken
- the business importance of the journeys
- the equipment, if any, likely to be transported
- whether the journeys are likely to be urgent and unplanned
- the cost of using taxis or other means of transport compared with providing a parking pass
- such other factors considered relevant by the CEO.

Any space made available pursuant to criteria 2 will be personal to the individual member of staff and will be reviewed annually, or at such lesser period as the CEO may determine.

## 2. DEFINITION OF AN OFFICIAL JOURNEY

An official journey is regarded as any car journey, for the purposes of official business, from an officer's permanent station to a location which is not within reasonable walking distance. With the exception of an officer transporting a heavy load for business purposes, reasonable walking distance is regarded as being one mile. Travelling to and from training courses are not regarded as official journeys for the purposes for the car parking policy.

### **3. APPLICATIONS**

All staff wishing to apply for a car park space must complete an application form (Annex A). Criteria 1 applicants must send a photocopy of their orange or blue badge with the completed form. Where an officer does not hold a badge, they will be asked to complete a Disability Evaluation Form which will be forwarded to the Occupational Health Service for consideration and recommendation regarding reasonable adjustments. Criteria 2 applicants are requested to provide clear details of official journeys to be made in the forthcoming year – descriptions such as “ad hoc” and “other journeys” will not be counted towards meeting the criteria.

### **4. PROVISION OF CAR PARKING FACILITY**

In procuring spaces from private car parks, EONI is required to select the most cost-effective option available. It is important to note that the most cost-effective option may not always be the closest car park to the applicant’s place of work. Criteria 1 applicants will be placed as close as possible to their place of work and occasionally it may be necessary to relocate an existing user under Criteria 2 to facilitate this.

### **5. ROLES AND RESPONSIBILITIES**

Officers provided with an official car parking space are not permitted to temporarily transfer the use of their space to any other individual without the knowledge of their Assistant Chief Electoral Officer (ACEO) or the CEO. Where an officer is absent, or is likely to be absent, for a period of more than one calendar month, car park passes should be returned to the Human Resources Section. ACEOs or the CEO may give permission to use a temporarily vacant space to an individual who needs to carry out official business.

### **6. MONITORING**

As their requirement must be ongoing, Criteria 2 users will be reviewed on an annual basis by their ACEO. Annex B should be completed by the ACEO and returned to the HR Officer. Where a Criteria 2 user is found not to be meeting the criteria, the HR

Officer will contact the appropriate ACEO to establish if any mitigating circumstances should be considered. Where no acceptable mitigating circumstances are present, the space may be removed with immediate effect and the officer will be unable to apply for an official parking facility for six months unless there has been a significant change in post or a significant change in circumstances.

**Signed:** Douglas Bain CBE TD Advocate  
Chief Electoral Officer for NI

**Signed:** Robin McClelland  
on behalf of NIPSA

**Dated:** 26 February 2008

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**TO BE COMPLETED BY APPLICANT**

I hereby confirm that the details provided in this form are correct to the best of my knowledge. I understand that any provision of car parking facilities will be subject to audit and falso claims may result in disciplinary action.

Name:  Signature:  Date:   
*(Applicant)*

**TO BE COMPLETED BY ACEO OR ABOVE**

I have no reason to doubt the veracity of the information given:

Name:  Signature:  Date:

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**PLEASE FORWARD TO THE HR SECTION**

**HR Office Use**

- Date DEF referred to OHS \_\_\_\_\_
- OHS Recommendation for Reasonable Adjustment Y/N
- Authorised: \_\_\_\_\_ (CEO) \_\_\_\_\_ (Date)  
Criteria 1  OR Criteria 2
- Date forwarded to Finance for procurement of car park pass \_\_\_\_\_
- Employee issued with car park pass. Tick box to confirm

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**HR SECTION**

