



Parking Procedure

This document is part of North Yorkshire Police policy to which all Chief Constable personnel and the functions provided by the Deputy Mayor for Policing as part of the York & North Yorkshire Combined Authority are required to adhere.

Procedure Statement

This procedure outlines the guidelines and regulations for vehicle parking at North Yorkshire Police (NYP) premises. It establishes parking priorities, acceptable driver conduct, and clarifies that parking is a privilege, not a guaranteed right, for employees.

Overarching Policies:

[Equality, Diversity and Human Rights Policy](#)

Procedures:

[Grievance Procedure](#)

Process

Due to limited space across all NYP premises, unrestricted parking for all operational vehicles, visitors, contractors, and staff vehicles is not feasible.

Staff parking is not a standard entitlement, except where "reasonable adjustments" are required under the Equality Act 2010.

Where staff parking is available, it is a privilege that can be withdrawn at any time. It does not form part of any employee's terms and conditions.

1. Parking Priorities:

- Priority will always be given to NYP owned and operated vehicles.
- Where additional parking is available, after accommodating NYP vehicles, visitors, and public access, staff parking may be allocated based on the following priority:
 - Blue Badge Holders.
 - Staff requiring reasonable adjustments under the Equality Act 2010.
 - General Staff Parking (subject to availability).

2. Parking Regulations:

- All vehicles must be parked:
 - Considerately, within marked and designated spaces only.
 - Observing all local parking restrictions and prohibitions.
 - Without occupying more than one space.
 - Without blocking emergency access or egress routes.
- Accidents, collisions, or other vehicle-related incidents on NYP premises must be reported immediately. The appropriate incident report form must be completed.
- Private vehicles may only be parked on NYP premises (where permitted) during the owner's working hours. Vehicles must not be parked, stored, or left on site at other times.
- Bicycles must be parked in designated cycle racks where provided and are not permitted inside buildings.
- Motorbikes may be parked in designated spaces or areas where available.
- Where parking is permitted, private vehicles are parked at the owner's risk. NYP accepts no liability for damage, theft, or other losses incurred while parking on site.

3. Local Arrangements:

- Any local parking arrangements will be determined by the Designated Building Manager (or other authorised person) and considered on a case-by-case basis.

4. Responsibilities:

- The Designated Building Manager is responsible for determining exceptions or local circumstances as they arise.

5. Definitions:

- Designated Building Manager: The individual designated by the Estates Department as the primary point of contact for managing and promoting the efficient use of property assets.