



Workplace Parking Levy Employer Handbook



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1) What is a Workplace Parking Levy (WPL)?

A Workplace Parking Levy (WPL) is a levy on employers that provide workplace parking.

All money raised from the WPL must be invested into improving local transport for Nottingham. The WPL is providing funds to support NET Phase Two (the extension of the existing tram system), the redevelopment of Nottingham Railway Station, and the popular Link bus network.

All employers who provide workplace parking places are legally obliged to license these places, and may be liable to pay. Employers with 10 or fewer workplace parking places (excluding Blue Badge Holders - please see page 6) may be entitled to a 100% discount and will not have to pay a charge.

2) Do I need a WPL licence?

If you are an employer inside Nottingham City Council's administrative boundary and you provide workplace parking places for any of the following, you are legally obliged to obtain a WPL licence:

- Employees
- Regular business visitors (regular business visitors are consultants, contractors, suppliers, agency staff or other business visitors attending their regular place of work)
- Pupils or students attending a course of education or training

The WPL licensing period is 1st April to 31st March each year. The minimum time a licence can be held is one month. For further information on registering part way through the licensing year, please contact the WPL team on **0115 876 5050**.

Employers need a separate WPL licence for each individual premises where workplace parking is provided. Premises are any land or building inside Nottingham City Council's administrative boundary that is used by an employer to provide workplace parking.

For a full definition of a workplace parking place, premises or regular place of work, please turn to page 20 and 21.

Unsure if you're inside Nottingham City Council's administrative boundary? Please turn to page 26 to see a map that shows where the boundary is.

DO YOU NEED A LICENCE?

YES

NO



3. Exemptions, discounts and charges

There are various exemptions and discounts, which are listed below.

Exemptions (no charge and no licence)

Parking places occupied by any of the following are either not classed as workplace parking places, or are exempt, and do not need to be licensed:

- Occasional business visitors (see page 20)
- Customer vehicles
- Motorbikes
- Display vehicles (vehicles parked at an employer's premises and not used to travel to and from work)
- Fleet vehicles (vehicles parked at an employer's premises and not used to travel to and from work)
- Vehicles used primarily to deliver or collect goods
- Vehicles belonging to people who live and work/study at the same premises



These places are not counted as workplace parking places and do not need to be licensed.

Discounts (no charge but you'll need a licence)

Employers

The following types of employers will get a 100% discount from the WPL charge:

- Both employers and any associated employers who between them provide 10 or fewer workplace parking places in total at all of their premises within Nottingham City Council's administrative boundary. (For more information about associated employers, please see page 10).
- Front line emergency services such as Ambulance, Police, Fire and National Crime Agency.
- Qualifying NHS premises (see page 21).

These employers are still required to get a licence for any workplace parking places they provide.

Disabled Blue Badge Holders

Any workplace parking places occupied by registered disabled Blue Badge Holders need to be licensed but will get a 100% discount from any charge.

Employers with 11 workplace parking places, none of which are occupied by disabled Blue Badge Holders, would pay a WPL charge on all 11 places.

However, if one or more of the 11 workplace parking places were occupied by disabled Blue Badge Holders, an employer would pay no charge on any of these places, as they are then eligible for the 10 or fewer places discount.

Please be aware that employers with 11 or more workplace parking places (excluding disabled Blue Badge Holders) do not get a discount on the first 10 places that they provide.

Charges

Employers that provide 11 or more workplace parking places not covered by the exemptions or discounts are required to pay a charge per parking place provided. For more information about the charge, please see page 13.

Other types of parking place

The Council's policy is that any parking places used by unpaid volunteers at the premises of a Registered Charity do not need to be licensed and will not be chargeable.



A Registered Charity is one which appears on the Register of Charities, which is maintained by the Charity Commission and contains details of charities registered in England and Wales.

Workplace parking places occupied by vehicles used by owners or partners of a business also need to be licensed and, where applicable, a WPL charge will need to be paid.

4) What information do I need to apply for a WPL licence?

You can apply for your WPL licence at www.nottinghamcity.gov.uk/wpl click on **Licensing, costs and payments**

Apply for a new licence once you know all of the following information:

- A. The number of premises you have that are inside the Nottingham City Council's administrative boundary
- B. The number of workplace parking places you have at each of these premises
- C. The number of workplace parking places occupied by registered disabled Blue Badge Holders at each of these premises
- D. Your WPL ID can be obtained by contacting the WPL team on 0115 876 50 50
- E. Whether or not you are an "associated employer" (see page 13)

A) How to work out how many premises you have

Premises are any land or building inside Nottingham City Council's administrative boundary that are used by an employer for workplace parking, for example:

- A piece of land or a building where you provide workplace parking places at a site where you employ people or carry out your business.
- A car park or piece of land that you own or control, where you provide parking away from your main site.
- A car park not owned or controlled by you, but where you provide workplace parking such as a public multi-storey car park.
- A car park which you share with other employers.

You will need to get a licence for each of your premises where you provide workplace parking places, although you can apply for all these licences in a single application.

For examples of common parking arrangements, please turn to page 24.

To see a map of Nottingham City Council's administrative boundary please turn to page 26 or if you are unsure please ring **(0115) 876 5050**.

B) How to work out the number of workplace parking places you need to license

You need to license the maximum number of workplace parking places that you provide at each of your premises at any given time.

What is a workplace parking place?

A workplace parking place is a parking place at premises in the Nottingham City Council's administrative boundary occupied by a vehicle used by an employee, pupil, student or regular business visitor (for more details, please see page 20).

What is a regular business visitor?

A regular business visitor is a consultant, contractor, supplier, agency staff or other business visitor attending a regular place of work.

What is a regular place of work?

A regular place of work is any premises that a **regular business visitor** is parked at and attends on three or more days over a 14 day period (for more details, please see page 20). Please note, an employee's vehicle is liable when parked at any time.



A parking place occupied by a vehicle used by an employee is liable, regardless of the frequency or duration of stay.

By definition, a workplace parking place is occupied by a vehicle, and so it is the maximum number of vehicles parked at any one time used by employees, pupils, students and regular business visitors that determines the number of workplace parking places you will need to license. We call this 'maximum vehicle occupancy'.

For example, you may have a total of 50 vehicles (used by employees, pupils, students or regular business visitors) parked on your premises at different times of the day, but only 30 ever parked at any one time. Therefore, your maximum vehicle occupancy is 30. For these premises you will only need to get a licence for 30 workplace parking places.

You don't need to license parking spaces if they aren't occupied by a vehicle, or if they are occupied by exempt vehicles, such as vehicles used by customers, occasional business visitors, delivery drivers and so forth.



There are a number of different ways to work out maximum vehicle occupancy. For smaller premises, you may be able to simply count the number of relevant vehicles on your premises at the time you know is the busiest.

This might not be practical for larger premises, or those with a more complicated layout. In these cases you will need to know how many employees, pupils, students and regular business visitors travel to the premises by car, and what days and hours they park there. Accessing flexitime records and shift patterns information will help with this.

If you don't have the information you need, you may need to carry out a staff travel survey or find some other way of working out the maximum vehicle occupancy. Please be aware that it is your responsibility to work out the correct number of workplace parking places that you need to license and to ensure that the information you provide is true and accurate. Intentionally providing false or misleading information in or in connection with an application for a licence is a criminal offence for which you may be prosecuted. The police may also carry out an investigation for fraud which may lead to a conviction resulting in an unlimited fine and/or a term of imprisonment. However, if you need assistance please call **(0115) 876 5050** for support or advice.

C) The number of workplace parking places occupied by registered disabled Blue Badge Holders

You will need to know how many of your workplace parking places are occupied by registered disabled Blue Badge Holders. Evidence may be required to demonstrate the validity of the Blue Badge.

You will need to license each of these places, but you won't be charged for them. For more information about Blue Badge Holders, please see page 6.

D) Your WPL ID can be obtained by contacting the WPL team on 0115 876 50 50

When you apply for a licence you will be asked for a WPL ID or a valid business rates number. Your WPL ID is also used to access your account online to make any changes required to your licences, and to renew your licences each year. If you need a WPL ID, please contact call **0115 876 5050** or email wpl@nottinghamcity.gov.uk

E) Associated employers

Please be aware that if you have any other employers who are associated with you (known as “associated employers”), this may affect you in terms of the WPL. Employers are associated where one of them has control, either directly or indirectly, over the other, or both are controlled by a third party. For example, parent companies and any subsidiary companies they control will be “associated” - each will be an “associated employer” of the other.

If the combined total number of workplace parking places (excluding Blue Badge Holders) that the associated employers provide is 11 or more, then each employer will need to pay a WPL charge for their places, even if individually they only provide 10 places or fewer. For more information, please turn to page 13.

You will need to provide the names, addresses and contact details of any employers that you are associated with as part of your application.

Help and assistance

If you are uncertain how many premises or workplace parking places you have, please turn to page 24, which shows a number of different examples, one of which will probably apply to you.



5. Applying for your Workplace Parking Levy Licence



Once you have all the information you need, you can fill in your WPL licence application online at www.nottinghamcity.gov.uk/wpl click on **Licensing, costs and payments** or call **(0115) 876 5050** to request a paper copy.

Each licence is valid for up to 12 months, depending on the point at which you commence your licence. The licensing year runs from 1st April to 31st March. The minimum period that a licence can be held is one month.

You will be sent a licence for each premises at which you provide workplace parking. A premises licence will show how many workplace parking places you have a licence for at those premises.

For more information on how to update or renew your licence please turn to page 14 'Renewing and updating your WPL Licence'.

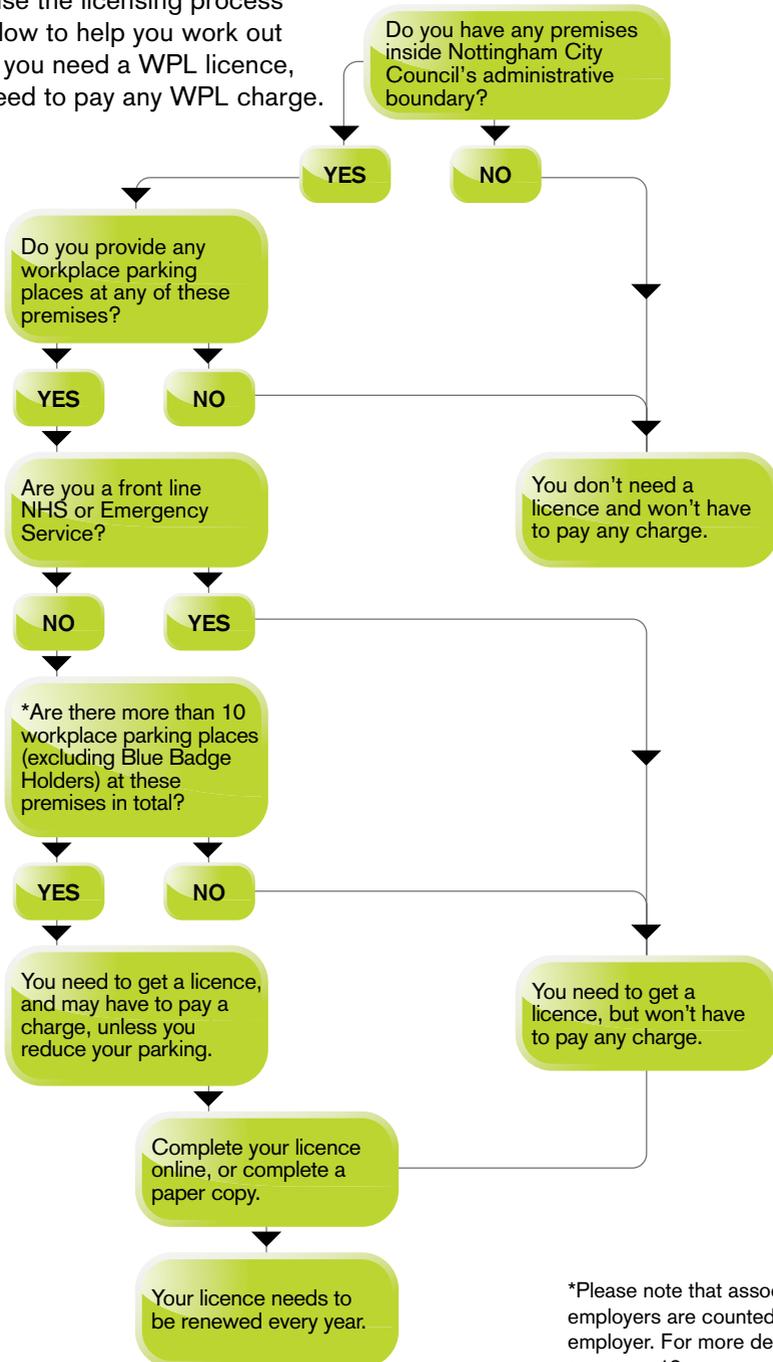
Help and assistance

If you would like help and advice in applying for your WPL licence please call **(0115) 876 5050** or email www.nottinghamcity.gov.uk/wpl click on **Licensing, costs and payments**



6. Licensing process chart

Please use the licensing process chart below to help you work out whether you need a WPL licence, or will need to pay any WPL charge.



*Please note that associated employees are counted as one employer. For more details please see page 13.

7. What is the WPL charge?

Those employers that provide 11 or more liable workplace parking places will need to pay a fee for each of those parking places*.

The WPL is an annual charge which is set in line with inflation.

An annual licence runs between 1st April - 31st March with the cost of each liable parking place confirmed prior to the 1st January each year.

You can find out the current cost for each liable workplace parking place by visiting www.nottinghamcity.gov.uk/wpl or by calling the WPL Team on: **(0115) 876 5050**.

* Some employers may choose to reclaim the cost of the levy from their employees.
For more information about the options available, please turn to page 16.

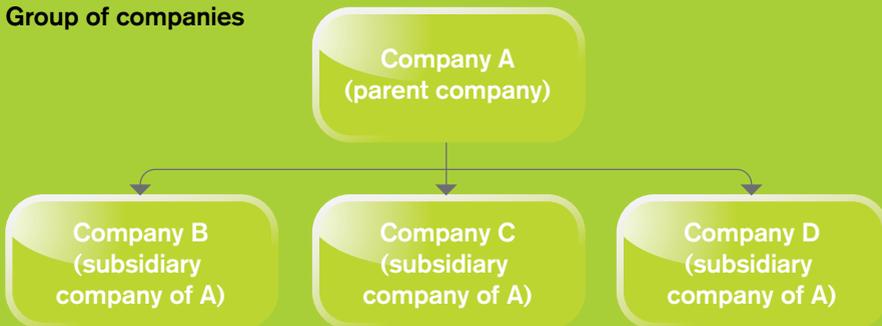
In order to work out whether the charge is applicable, you will need to know if you are an associated employer.

What is an associated employer?

Employers are associated if one directly or indirectly controls the other or both are controlled by a third party.

For example, a group of companies, with a parent company exercising control over the subsidiary companies underneath the parent company, are all associated employers (please see the diagram below, in which A has control over B, C and D).

Group of companies



Each associated employer will need to license their own workplace parking within Nottingham City Council's administrative boundary (see page 26). However, associated employers will all be counted as one for the purposes of calculating whether they are eligible for the ten or fewer parking place discount.

If the combined total number of liable workplace parking places that the associated employers provide is 11 or more, then each employer will need to pay a WPL charge for their places, even if individually they provide only 10 places or fewer.

8. Renewing and updating your WPL licence

The WPL licensing year runs from 1st April until 31st March each year.

If you have forgotten your WPL ID, this can be requested via the login page for My WPL Account.

You can renew your licence from 1st January each year in preparation for April.

How to view and update your details

You can view and change your details on the WPL website.

Go to www.nottinghamcity.gov.uk/wpl and click on 'My WPL Account', then enter your WPL ID and email address. You will then be able to view and alter your details.

How to change the number of workplace parking places you wish to license

Once you have accessed your details on 'My WPL Account' you can vary the number of workplace parking places you wish to license at a premises as follows:

- You can increase or decrease the number of workplace parking places from the number specified on your original licence once every month at any time.
- Any increases in the number of workplace parking places will take effect the same day that the increase is applied for, and can be backdated if required.
- Licences can be varied down - however, if the number of workplace parking places is then increased within a three month period, employers will be charged for the original amount before the licence had been reduced (thus temporary reductions of less than 3 months will not generate any financial benefit).
- Employers must give one month's notice of their intention to reduce their number of workplace parking places. A reduction will take one month to come into effect.

If you don't have access to the internet, please call us on **(0115) 876 5050** and we can change your details for you.

Payments and refunds

For those employers with 11 or more liable workplace parking places a charge will be payable.

You will be able to pay on receipt of an annual invoice (payable within 30 days), or by 10 monthly direct debit payments (April to January each year) or by annual direct debit (taken in April of the licensing year).

You can pay your invoice by the following means:

BACS

Debit/Credit Card

Cheques or Postal Orders

You will need to use the WPL invoice number as a reference. Please be aware that these bank account details are different from other Council Services – you can find all the details for WPL on the back of your invoice.

If you reduce the number of workplace parking places you license and your charge falls, this amount will be deducted from your bill, and in cases where you are owed a refund, you will be reimbursed. The minimum amount of time you can hold a licence for is one month.



9. VAT, salary sacrifice options and employer support

VAT and salary sacrifice agreements

VAT is not payable by employers to Nottingham City Council on the WPL charge. If, however, an employer decides to introduce parking charges for its employees, this would be subject to VAT.

A salary sacrifice agreement allows an employee to sacrifice part of their salary in return for a tax-exempt benefit, in this case, workplace parking.

By doing this, the employee has access to workplace parking and can save the tax and National Insurance Contributions (NICs) that they would otherwise have paid on the salary they have sacrificed.

A salary sacrifice briefing note is available at www.nottinghamcity.gov.uk/wpl click on **Licensing, costs and payments**

If you are considering introducing a salary sacrifice scheme, then you may wish to seek independent legal advice, and will need to contact HM Revenue and Customs (HMRC).



Employer support - parking management, travel planning and traffic management

Travel planning and parking management advice is available to help you and your employees explore ways of travelling to work other than by car and to help you better manage or reduce your parking. Small grants are available in support of cycling infrastructure and parking management. For free advice, or if you would like a copy of the Workplace Travel

Plan booklet, the Car Park Management booklet or the grant application pack, please call **(0115) 876 3387** or email transport.strategy@nottinghamcity.gov.uk

If you are concerned about the effects of displaced parking around any of your premises, or would like a copy of the Traffic Management advice leaflet, please contact the Traffic Management team on **(0115) 876 5245** or email traffic.management@nottinghamcity.gov.uk

10. Penalties and enforcement

Employers that provide workplace parking places may be subject to enforcement and penalties if they do not comply with the WPL scheme.

There are five types of contraventions, which are listed below.

Civil contraventions

There are three types of civil contraventions:

1) Failure to have a licence at all

It is the responsibility of each employer to get a licence for any workplace parking places that they provide. All workplace parking places must be registered. Licences are valid from 1st April to 31st March each year, and must be renewed annually to ensure that employers remain compliant. Licences do not automatically renew.

2) Failure to have a licence for all workplace parking places being provided

It is the responsibility of each employer to license the correct number of workplace parking places that they provide.

3) Breach of licence conditions

Employers must comply with the conditions of the WPL licence. A full list of the conditions is available at www.nottinghamcity.gov.uk/wpl click on **Licensing, costs and payments**

If an employer commits one of the above civil contraventions, they may be given the chance to remedy their contravention. However, continued non-compliance can result in Penalty Charge Notices (PCNs) being issued.

Where any workplace parking is being provided at premises without a licence, or the licence does not cover all the workplace parking places, the PCN will be for 50% of the annual charge per unlicensed place for each day a contravention occurs.

Civil contraventions will be enforced through PCNs, and may result in County Court judgements being issued against employers in cases of non-payment.



Criminal offences

There are two types of criminal offences in relation to the Workplace Parking Levy:

1) Intentionally providing false or misleading information

Employers that deliberately submit false or misleading information in connection with an application (for example, in order to reduce or avoid paying a WPL charge) are committing a criminal offence.

2) Obstructing an officer's powers of entry

Employers that refuse entry, obstruct or prevent an authorised Nottingham City Council officer from entering their premises at reasonable times for compliance purposes are committing a criminal offence. We will attempt to contact you before beginning a compliance survey and will observe all necessary site procedures.

We can also be accompanied by a member of your staff when conducting a site visit.

Employers who commit criminal offences may be prosecuted in the Magistrates' Court or the Crown Court, depending on the severity of the offence. The police may also carry out an investigation for fraud if false or misleading information is deliberately provided which may lead to a conviction resulting in an unlimited fine and/or term of imprisonment.

Compliance and enforcement

To ensure that employers are complying with the WPL scheme, the WPL team will be visiting premises within the Nottingham City administrative boundary where they believe workplace parking is being provided. These visits will ensure that employers have correctly licensed their workplace parking provision. Authorised Workplace Parking Levy Officers (WPLO) will make unannounced visits; these will be used to identify those employers who are non-compliant.

Pre-planned licence validation visits will also be undertaken to meet with an employer to discuss their workplace parking provision, and how the maximum vehicle occupancy was calculated.

When undertaking a compliance survey the WPLO will use Automatic Number Plate Recognition (ANPR) equipment. This will enable the officers to gather Vehicle Registration Marks (VRMs) of all vehicles on the premises at the time of the visit. At no time is this data shared with any other organisation such as the Police or DVLA. Prior warning of the initial visit will be made clear to the employer; this will form the start of a compliance survey which will consist of at least 8 visits over a 28-day period. After the initial visit the rest will be unannounced.

The WPL team are available to provide support and advice to employers to ensure they are correctly licensed.

These checks will be carried out at premises routinely, or where we believe breaches of the WPL scheme may be taking place.



11. Glossary of terms and frequently asked questions

This section explains in more detail the terms used in this booklet. For more details and a full legal definition of the terms, please refer to 'The City of Nottingham Workplace Parking Levy Order 2008', which can be found at www.nottinghamcity.gov.uk/wpl click on **WPL Penalties and Enforcement: WPL Order**

Glossary of terms

Associated employers: Employers are associated where one of them has control, either directly or indirectly, over the other, or are controlled by a third party. For example, parent companies and any subsidiary companies they control will be "associated" - each will be an "associated employer" of the other.

Blue Badge Holder: A person who is a registered disabled Blue Badge Holder. Places occupied by vehicles used by a Blue Badge Holder need to be licensed, but will not be charged. Places occupied by vehicles used by disabled Blue Badge Holders will not be included in the calculation in deciding if you are eligible for the 100% discount for premises providing 10 or fewer places.

Business owner: The person who owns the business. Places occupied by vehicles used by a business owner count as a workplace parking place, and need to be licensed.

Employee: A person employed under a contract of service or an apprenticeship. Business owners, business partners and directors are also included in the definition of 'employees' in this handbook, and parking places occupied by vehicles used by these people need to be licensed. A parking place occupied by a vehicle used by an employee is liable, regardless of the frequency or duration of stay. An employee cannot be classed as an occasional business visitor.

Employer: Any private or public sector employer. This includes companies, partnerships, political parties, business associations, trade unions, lobby groups, charitable organisations, religious groups and other organisations.

Occasional business visitor: A person parked on premises for work purposes, but who is not at their regular place of work; for example, a salesperson, delivery driver, rep and so forth.

Maximum vehicle occupancy: The maximum number of vehicles used by employees, pupils, students or regular business visitors parked at any given time on a premises.

Partner: A person who has co-ownership or a stake in the business. Places occupied by vehicles used by a partner count as a workplace parking place, and need to be licensed.

Premises: Premises are any land or building inside Nottingham City Council's administrative boundary that is used by an employer for workplace parking, for example:

- A piece of land or a building where you provide workplace parking places where you employ people or carry out your business.
- A car park or piece of land that you own or control, where you provide parking away from your main site.
- A car park not owned or controlled by you, but where parking is provided by you, such as a multi-storey car park.
- A car park which you share with other employers.

Private Providers of Primary Medical Services: Employers who are private providers of Primary Medical Services are required to meet a number of criteria to be entitled to the 100% discount. Please contact the WPL team for further information if you wish to be considered for this discount.

Pupil/Student: A person attending a regular course of education or training.

Regular business visitor: a consultant, contractor, supplier, agency staff or other business visitor attending a regular place of work.

Regular place of work: A premises that a **regular business visitor** parks at and attends on **three or more days over a 14 day period**.



If a business visitor parks at a premises on two or fewer days over a 14 day period, then this would not be regarded as their regular place of work and they would be classified as an **occasional business visitor** and would not need to be included in your WPL licence application. If it can be shown that a business visitor is contracted to work for six weeks or fewer, and is not subsequently contracted again within a three month period, then they would also be regarded as an occasional business visitor.

We will be working with employers, and assessing these vehicles on a case by case basis. Where an employer feels that a vehicle that has been identified as attending a regular place of work is actually being used by an occasional business visitor, then the employer would be required to provide evidence that this is the case.

Qualifying NHS premises: Any hospital vested in central government; an NHS trust, NHS foundation trust, Primary Care Trust (PCT) Public Health England or NHS England body; a premises used to provide ambulance services or a premises used for the provision of primary medical services under arrangements currently made by a PCT.

For example, NHS hospital services and those providing primary medical services (such as GP surgeries) currently under arrangements made by a Primary Care Trust (PCT).

Employers who are situated on NHS premises but who are not providing NHS services, for example a newsagent in a hospital, will not be entitled to the 100% discount and will need to apply for their own WPL licence.

Workplace parking place: A parking place at a premises inside Nottingham City Council's administrative boundary area, occupied by a vehicle used by an employee, pupil, student or regular business visitor. Workplace parking places are not necessarily marked out, lined, or designated spaces.

Frequently asked questions

“I have 30 marked out parking spaces. Do I need to get rid of them to avoid paying the levy?”

Marked out parking spaces are different from workplace parking places.

You will need to license the maximum number of workplace parking places that you provide at any one time. A workplace parking place is a place on a premises inside Nottingham City Council's administrative boundary area, that is occupied by a vehicle used by an employee, pupil, student or regular business visitor.

Employers that provide 11 or more workplace parking places may need to pay a charge.

Parking spaces that are empty, or occupied by customers, occasional business visitors or fleet vehicles will not need to be licensed and will not be charged (for more information, please see page 5 and 6 'Exemptions, discounts and charges'). These do not need to be included in calculating the maximum number of workplace parking places that you provide.

“Can I pass on the WPL to my employees?”

The employer is responsible for paying the WPL charge, however some employers may choose to reclaim the cost of the charge from their employees who park at work by, for example, introducing a parking charge as part of a parking management scheme.

“My workplace goes across the Nottingham City Council's administrative boundary line; do I have to pay the WPL?”

The WPL only applies to workplace parking places that are inside Nottingham City Council's administrative boundary. In a few exceptional cases, some premises are partly inside and partly outside the boundary. The levy only applies to workplace parking places inside the boundary, so some of these will be liable for the WPL, and others won't.

“My employer rents the building and land used for parking from someone else. Who pays - us or the company we are renting from?”

The employer occupying a premises is responsible for paying the WPL charge, regardless of whether they own the building and land or not.

“What is Salary Sacrifice?”

A salary sacrifice agreement is an agreement that is currently available with an employee, where that employee sacrifices part of their salary in return for a benefit, which in this case would be workplace parking.

By doing this, the employee can have access to workplace parking and can also save the tax and National Insurance Contributions that they would otherwise have paid on the amount of their salary that they have agreed to give up in return for the parking place.

“Customers and visitors park at our site. Will we have to pay for spaces for customers and visitors?”

Parking places occupied by vehicles used by customers or occasional visitors will not need to be licensed and will not be charged.

“Do we need to have marked out areas for staff, customers and visitors?”

The Workplace Parking Levy is based on maximum vehicle occupancy, not on the number of parking spaces you have. You do not need to have marked out areas for staff, customers and visitors, however, you may find this a helpful way to manage your parking.

“Will we have to pay for motorcycles parked on our site? What about mopeds and bicycles?”

Motorcycles, mopeds and bicycles are all exempt. You do not need to license these vehicles and will not be charged.

“Do we have to get a licence for part time staff?”

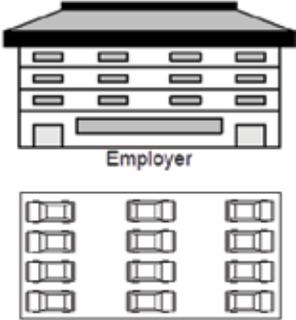
Yes, workplace parking places occupied by vehicles used by part-time employees will need to be licensed, and may be liable for a charge.

“What happens if people use our car park without our permission?”

All vehicles parked at an employer's premises will be regarded as being authorised to park there with the employer's consent unless the employer can prove otherwise. It is the responsibility of all employers to ensure that they manage their workplace parking places effectively. For more information, support, help and advice please see page 27.

12. Examples of common parking arrangements

The diagrams below show the most common parking arrangements that employers typically provide, and explain how they are affected by the WPL. These examples should help you understand what you need to license.



Example 1

An employer has an on-site car park.

What does the employer need to do?

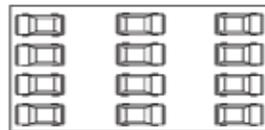
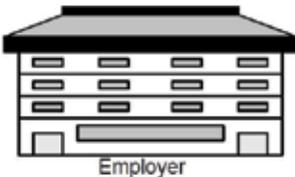
- i) The employer should apply for a workplace parking levy licence.
- ii) If the employer provides 11 or more workplace parking places (excluding Blue Badge Holders), they will have to pay a charge. If they provide 10 places or fewer, they won't have to pay any charge.

Example 2

An employer provides workplace parking, but not on-site. For example, the employer provides parking at another car park (e.g. the Broadmarsh Car Park or another offsite car park within Nottingham City Council's administrative boundary).

What does the employer need to do?

- i) The employer should apply for a workplace parking levy licence.
- ii) If the employer provides 11 or more workplace parking places at the offsite car park (excluding Blue Badge Holders), they will have to pay a charge. If they provide 10 places or fewer, they won't have to pay a charge.





Example 3

An employer has a car park on-site and has contracted parking at another car park (for example, the Broadmarsh Car Park or another car park within Nottingham City Council's administrative boundary).

What does the employer need to do?

- i) The employer should apply for two workplace parking levy licences, one for each premises.
- ii) If the total number of workplace parking places provided is 11 or more (excluding Blue Badge Holders), the employer will need to pay a charge.

Example 4

Several employers share one car park.

What does the employer need to do?

- i) Each employer needs to apply for their own workplace parking levy licence for the maximum number of workplace parking places they provide at any one time.
- ii) Each employer that provides 11 or more workplace parking places (excluding Blue Badge Holders) would need to pay a charge.



13. Nottingham City Council's administrative boundary map

To view an electronic version of this map, please visit www.nottinghamcity.gov.uk/wpl click on **Do I need a WPL licence? – address checker**



 Nottingham City Council
Administrative Boundary

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14. Further information, support, help and advice

Licensing advice

For help, support and advice about licensing, please call **(0115) 876 5050** between 9.00am and 5.00pm, email **wpl@nottinghamcity.gov.uk** or visit **www.nottinghamcity.gov.uk/wpl** click on **WPL Penalties and Enforcement: WPL Order**

Parking management and travel planning advice

Parking management and travel planning advice and assistance is available and can help you to better manage or reduce your parking. For free advice, or if you would like a copy of the Workplace Travel Plans booklet or the Car Park Management booklet, please call **(0115) 876 3387** or email **transport.strategy@nottinghamcity.gov.uk**

If you are concerned about the effects of displaced parking around any of your premises, or would like a copy of the Traffic Management advice leaflet, please contact the Traffic Management team on **(0115) 876 5245** or email **traffic.management@nottinghamcity.gov.uk**





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