

Other definitions



Regular Place of Work: Any premises that a **regular business visitor** parks at and attends on **three or more days over a 14 day consecutive period**.

If a business visitor parks at any 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 vehicles used by business visitors on a case by case basis. If the WPL team believes a vehicle is being used by a **regular business visitor** but the employer thinks this vehicle is being used by an **occasional business visitor** then the employer will be asked to provide evidence to demonstrate this.

Blue Badge Holder: A person who is a registered disabled Blue Badge Holder. Parking places occupied by vehicles used by a Blue Badge Holder will need to be licensed, but will not be charged. Parking 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, which is available for premises providing 10 or fewer parking places.

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



Each associated employer needs to license any workplace parking it provides within Nottingham City Council's administrative boundary - visit www.nottinghamcity.gov.uk/wpl and click on 'Nottingham City Council administrative boundary map' or call (0115) 876 5050.

If the combined total number of workplace parking places that the associated employers provide is 11 or more, then each employer needs

to pay a WPL charge for their places, even if individually they only provide 10 places or fewer.

You will need to know the names, addresses and contact details of any employers that you are associated with in order to complete your WPL licence application. For more information, please see the WPL Employer Handbook - visit www.nottinghamcity.gov.uk/wpl and click on 'Information for Employers' or call (0115) 876 5050.

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.



Compliance and Enforcement

To ensure that employers are complying with the WPL scheme, the WPL team will be visiting premises within the Nottingham City Council 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 visits will be used to identify those employers who appear to be non-compliant.

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

When undertaking a full compliance survey, the WPLO will use a fully liveried vehicle which is equipped with Automatic Number Plate Recognition (ANPR). This will enable the officers to gather Vehicle Registration Marks (VRMs) of all vehicles on the premise 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.

Apply for a WPL licence

When you apply for a licence you will be asked for a WPL ID or a valid business rates number. If you need a WPL ID, please contact call 0115 876 5050 or email wpl@nottingham.gov.uk



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.

Apply online at www.nottinghamcity.gov.uk/wpl - Licence, Costs and Payments - apply for a licence or call (0115) 876 5050 for a paper copy.

WPL Employer Handbook

If you would like a copy of the WPL Employer Handbook please contact us:

(0115) 876 5050

wpl@nottinghamcity.gov.uk

www.mynottingham.gov.uk/wpl

Help and Support

If you would like free help and advice when applying for your WPL licence please contact us:

(0115) 876 5050

www.nottinghamcity.gov.uk/wpl



Workplace Parking Levy

Small Employer Leaflet

Updated: February 2013

This leaflet is for employers who provide 10 or fewer workplace parking places, who are legally obliged to get a Workplace Parking Levy (WPL) licence, but may not have to pay a WPL charge.

Please read this leaflet so that you know what you need to do and how to apply for a licence.

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Nottingham City Council has introduced a Workplace Parking Levy (WPL) scheme. All money raised from the WPL is being invested into improving local transport for Nottingham by providing funding for NET Phase Two, (the extensions to the existing tram system), the redevelopment of Nottingham Railway Station (the Hub project) and by supporting the popular Link bus network.



This leaflet is for employers who provide 10 or fewer workplace parking places and explains what you need to license and how you can apply. The WPL scheme includes a 100% discount from the charge for small employers who provide 10 or fewer workplace parking places in total (excluding those for disabled Blue Badge Holders) in the Nottingham City Council administrative boundary.

Employers who provide 11 or more workplace parking places (excluding those for disabled Blue Badge Holders) will need to pay a charge for **all** of their workplace parking places. These employers should refer to the WPL Employers Handbook which can be found at www.nottinghamcity.gov.uk/wpl 'Information for Employers' or for more information please call (0115) 876 5050.

All employers who provide workplace parking are legally obliged to obtain a WPL licence.

Why do I need a licence?

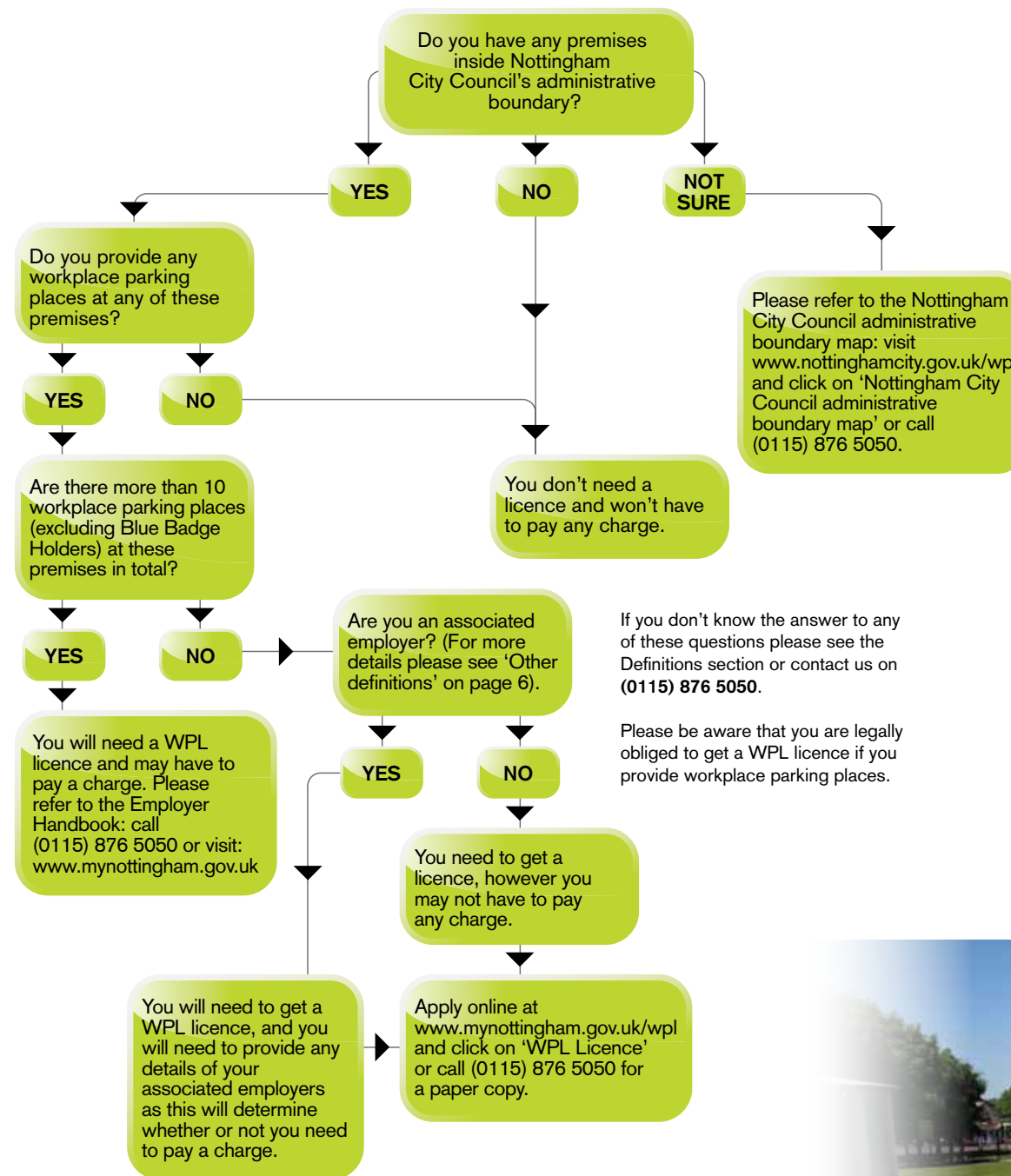
Employers with 10 or fewer workplace parking places still need to be licensed, so that Nottingham City Council knows that they are eligible for the 100% discount.

How to use this leaflet

In order to complete your licence application, you will need certain information. Please read through the key definitions together with the Licensing Process Chart, which will guide you through what you need to do next.

For more detailed information should you need it, please refer to the WPL Employer Handbook. To download a copy of the handbook, please visit www.nottinghamcity.gov.uk/wpl and click on 'Information for Employers' or call (0115) 876 5050.

Licensing process chart and key definitions



If you don't know the answer to any of these questions please see the Definitions section or contact us on (0115) 876 5050.

Please be aware that you are legally obliged to get a WPL licence if you provide workplace parking places.

Premises: Premises are any land or building inside the Nottingham City Council 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 have arranged to provide workplace parking places, such as in a multi-storey car park.

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

Workplace Parking Place: A parking place at premises inside the Nottingham City Council 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.

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

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 (for a definition of regular place of work, see 'Other definitions' on page 6).

How do I work out the number of workplace parking places I 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.

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.

For example, you may have a total of 12 vehicles (used by employees, pupils, students or regular business visitors) parked on your premises at different times of the day, but only 8 ever parked at any one time. Therefore, you will only need to get a licence for 8 workplace parking places at these premises.

You don't need to license parking places if they are not 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.

Disabled Blue Badge Holders

You will need to license parking places occupied by registered disabled Blue Badge Holders, but you won't be charged for them. The disabled Blue Badge Holder places will not be included in the calculation in deciding if you are eligible for the 100% discount for premises providing 10 or fewer places.

Please be aware that it is your responsibility to work out the correct number of workplace parking places you need to license. 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. If you need assistance please call (0115) 876 5050 for support or advice.

