

# **POLICY AND PROCEDURE DOCUMENT**

## **MKC Car Share Permit Scheme**

The MKC Car Share parking permit scheme is suitable for employees of Central Milton Keynes that choose to share a vehicle for their journey to work. In order to be eligible for the concessions of the scheme (free parking in standard rate spaces and free parking in over 350 reserved car share spaces located at prime locations) users must travel at least 2 people in a vehicle, although 3, 4,5 or more can car share – the more the better.

The car share scheme at least halves the number of vehicles travelling into CMK on a daily basis, thus reducing congestion and ensuring availability of parking spaces for other employees, visitors and shoppers.

## **Eligibility**

Applicants must work in Central Milton Keynes. This will be verified through answering standard MKC employment status questions contained on the MKC Car Share permit application form. The Council will undertake random checks. Any fraudulent applications will be immediately withdrawn with no refund issued. We reserve the right to prosecute cases of blatant fraud.

Applicants will also be required to provide proof of address. The following evidence is accepted;

- Utility bill (current and dated), or;
- Bank statement (current and dated), or;
- Driving licence, or;
- VQ5

Applicants may apply as an individual car share user or with a known car share partner/s (e.g. spouse or neighbour). If you know who you would like to car share with please apply jointly.

If you do not know of anyone with a suitable journey to car share with but would like us to try to 'match' you with someone with a compatible journey (e.g. if you live in Emerson Valley we may be able to find you a car share partner living in Furzton), please apply individually making NO PAYMENT. If a suitable match is found, we will then advise you both of each others contact details. It will then be your/their responsibility to make contact with each other and if you wish to proceed with car sharing, you will both need to let us know (by email to [mkparking@milton-keynes.gov.uk](mailto:mkparking@milton-keynes.gov.uk) or in writing). At this stage, we will ask you both to make payment.

## **Journey Compatibility**

The approved car share journey must not exceed the sum of the total journey length of each individual journeys.

***For example:-*** If car share user (1) travels 5 miles into Central Milton Keynes and car share user (2) travels 4 miles into Central Milton Keynes, then the combined journey length when car sharing must be 9 miles or less.

### **Cost of Permit**

The cost of the Car Share permit is £30 - administrative fee (per applicant). All permits are non-refundable (as it is an administrative charge not a parking cost). All permits produced will be issued for a period of 12 months. Payment will be taken from those that have known partner (where journey has been approved) but not from those wishing to be 'matched' who do not pay until match has been found and agreed by all parties.

### **Car Share Parking Facilities**

The Car share permit can be used in allocated car share permit parking places, standard rate pay and display parking places and long stay pay and display parking places

When using the car share scheme, drivers must ensure that a minimum of 2 car share permits are displayed in the front windscreen of the vehicle.

Any vehicle not displaying more than two car share permits may be issued with a Penalty Charge Notice.