



Horsham
District
Council

Parking Services Community Event Parking Policy

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Introduction

The objective of this policy is to provide a framework that ensures consistency and fairness when considering event organisers' requests to use HDC car parks. This policy establishes clear parameters for officers, promoting a transparent and consistent approach to waiving parking charges where appropriate.

Horsham District Council recognises the importance of supporting local community events while ensuring the financial viability of our car park assets. This policy outlines the criteria and conditions under which parking fees may be waived for certain events in council-owned car parks.

By providing clear criteria and conditions, this policy aims to strike a balance between supporting local community events and maintaining financial sustainability. The council ensures that free parking is granted to events that contribute positively to the community and promote environmental responsibility

This document outlines:

- The criteria that will be used to consider applications for the use of Horsham District Council car parks for community events and/or the waiving of car park fees to support a local community event.
- The application process for event organisers.
- The conditions under which car park fees may be waived.
- This policy was discussed at PDAG on 20th May 2024 and approved by Cabinet on 26th June 2024.

Objectives

The primary objectives of providing free car parking for community events are:

- Supporting and promoting local community activities.
- Minimising the environmental impact associated with individual vehicle use.

Maintaining the financial sustainability of council

Criteria for Free Parking

The council may consider waiving car parking fees for events that meet the following criteria:

- The event contributes positively to the local community, aligning with council values and objectives.
- The event provides clear community benefits and engagement opportunities.
- The proposal will not have a significantly detrimental impact on parking provision or traffic flow in the area.
- The community benefits clearly outweigh the potential loss of revenue from parking fees, (which includes the time taken for setting up and clearing away of any infrastructure required for the event.)

When considering applications that may encourage motor vehicle use, the council will also consider whether it is incumbent on the organiser to:

- Promote sustainable practices, such as encouraging public transport, carpooling, or cycling.
- Demonstrate efforts to minimise the environmental impact of their event, such as waste reduction and recycling initiatives.

Application Process

Applications will normally only be considered for events which are to be organised by organisations which are incorporated, (i.e., to enable the organisation to be responsible for its obligations and for this not to fall to the council.)

Event organisers must submit a formal request for free parking at least 6 weeks prior to the event using the application form set out in Appendix 1. The application form requires details about the event, its community impact, sustainability efforts, and plans for managing parking demand.

Evaluation of Applications and Approval

The council will review each application based on the outlined criteria. Approval will be granted by the Parking Services Team (in consultation with Cabinet Member for Parking) if the event aligns with the council's values and if the community benefits clearly outweigh the potential loss of revenue from parking fees. All approvals/refusals will be recorded by Parking Services for transparency purposes.

Conditions for Waiving Parking Fees

- Free parking will be limited to a specified duration, typically corresponding to the event's scheduled hours.
- The council may require the event organiser to install and remove appropriate signage and cones to facilitate closures.
- The council may require the event organiser to publicise alternative transport options and encourage attendees to use sustainable modes of travel.
- The council may require the event organiser to collaborate with local public transport providers or implement measures to reduce traffic congestion.

Monitoring and Review

The effectiveness of the policy will be regularly reviewed, considering both the community benefits and the impact on council revenue. Adjustments to the policy may be made as needed to maintain the delicate balance between supporting community events and addressing the climate emergency.

APPENDIX 1

Application Form

Event Details:

Event Name:

Location of Event:

Date of Event:

Time of Event:

Duration of Event:

Expected Number of Attendees:

Organiser Information:

Name of applicant:

Organisation (if applicable):

Contact Person:

Contact Email:

Contact Phone Number:

Event Description:

Please provide a brief description of the event:

How does this event contribute to the local community?

Parking Management Plan:

How do you plan to manage parking demand during the event?

Will you be encouraging attendees to use alternative transportation methods? If yes, please specify how.

Additional Information:

Is there any additional information you would like to provide?

Declaration:

I hereby certify that the information provided in this application is true and accurate to the best of my knowledge. I understand that the decision to grant free parking is at the discretion of Horsham District Council and is subject to the evaluation of the application against the outlined criteria.

Signature:

_____ Date: _____

Please submit this completed form to carparkteam@horsham.gov.uk at least 6 weeks prior to the event date. For any inquiries or assistance, please contact Parking Services at 01403 215379