



Workplace Parking Charge – Agreement with Nottingham City Council to allow deduction from monthly salary

All parts of this form must be completed or it will not be processed

- Subject to availability, I will be entitled to park my vehicle at Nottingham City Council (NCC) Workplace Parking Charge (WPC) premises. I agree to have the WPC charge deducted from my monthly salary.
- I understand that by entering into this agreement, I am committed to 12 monthly deductions from **1st** **(please enter month and year)**
- I understand that, should the monthly charge cause my salary to fall below the national minimum wage, NCC will have the right to terminate this agreement prior to the renewal date, providing one month's written notice.
- I understand that if I leave the WPC scheme, I cannot rejoin the WPC scheme for six months.
- The agreement will be automatically renewed every 12 months unless you advise the WPC team of your wish to terminate this agreement prior to the renewal date.
- I understand that the monthly charge may change in the future but that I will be notified of any change. At this point I may choose to opt out of the WPC scheme.
- I understand that the information submitted on this form may be shared with the Loxley House Parking/Security team, if necessary.
- I agree to abide by the Terms and Conditions of the WPC scheme.

| | | | |
|---|-------------------|----------------------|--------------------------|
| Print Name: | | | |
| Pay Number: | | | |
| Salary Information: | Pay Grade: | Pay Level: | Contracted Hours: |
| Place of Work: | | | |
| Vehicle Registration Mark(s) (Maximum of 3): | | | |
| WPC Scheme (please circle): | City | Neighbourhood | |
| Mobile Telephone Number: | | | |
| Team Name: | | | |
| Manager's Name: | | | |

WPC Scheme Terms and Conditions

- A. Where feasible, NCC will give colleagues at least one month's notice in writing of any proposal to vary the charge or amend these Terms and Conditions.
- B. The permits are vehicle specific and are therefore not interchangeable between vehicles.
- C. If you change your vehicle it is your responsibility to inform the WPC team in writing via email to wpc@nottinghamcity.gov.uk as soon as possible with the details of the new VRM, so the WPC team records can be updated and a new permit issued.

- D. The permit should be displayed on the inside of the relevant vehicle's front windscreen in the plastic holder provided, whenever you are on NCC premises. Failure to display the permit in the correct position could lead to the vehicle being issued with a Penalty Charge Notice.
- E. Lost permits will incur an administration charge of £5 for a replacement.
- F. You may register up to three vehicles with the WPC scheme. You are only entitled to park one vehicle on NCC WPC premises at any one time. Additional vehicle parking must be paid for in these circumstances.
- G. The agreement does not guarantee you a parking space in any NCC WPC car park.
- H. The agreement may be terminated by you prior to the renewal date by providing one month's written notice via email to wpc@nottinghamcity.gov.uk. Telephone calls will not be accepted as a valid cancellation request. The agreement may be terminated by you as a result of the following: a change put in place by your employer, maternity leave, long-term sickness or a change in your financial circumstances.

Declaration

"I confirm my understanding that the WPC permit is for my sole use as the employee named on the permit application and only for the vehicle registration number stated on the permit. The permit is not transferable. For the avoidance of doubt, I understand that the permit should not be transferred to any other person even for parking the vehicle of which the registration number is stated on the permit. Any breach of these conditions will be deemed to amount to an act of gross misconduct and may result in dismissal."

Contact the WPC Team

Telephone: 0115 8765050

Email: wpc@nottinghamcity.gov.uk

| | |
|-------------------|--|
| Date: | |
| Signature: | |

Please scan and return the completed form via email to wpc@nottinghamcity.gov.uk