

# Park Mark Safer Parking



## SAFER PARKING SCHEME MEMBERSHIP APPLICATION FORM

### Please fill in Steps 1 – 5 as applicable

(Please use black ink or typewritten script and complete all sections in full.)

### STEP 1 – DETAILS OF ORGANISATION

Name:	Job title:
Company name:	
Address:	
Postcode:	
Tel:	Fax:
Email:	Web:
A) Are you the Owner of the parking facility? <input type="checkbox"/> Y <input type="checkbox"/> N	
B) Are you the Operator* of the parking facility? <input type="checkbox"/> Y <input type="checkbox"/> N	
C) If you do not own or manage a parking facility and are looking to become an affiliate member of the scheme, please tick the box <input type="checkbox"/> and <b>Go to step 3</b>	
<small>*The Operator is the person who runs the parking facility i.e. manages it on a day-to-day basis. Some people may both own and manage the parking facility, in which case please tick Yes to both questions.</small>	

### STEP 2 – CAR PARK DETAILS

How many car parks do you wish to bring onto the scheme:
In which county are these car parks located:

### STEP 3 – INVOICE CONTACT

Name:	Job title:
Company name:	
Address:	
Postcode:	
Tel:	Fax:
Email:	Web:

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## STEP 4 – PAYMENT DETAILS

The membership fee is £68 + VAT per year

**Please tick your method of payment.**

**Cheque** for £ \_\_\_\_\_  
(Cheques should be made payable to: British Parking Association)

**Credit Card** – please charge my credit/debit card

The following card types are accepted, please tick as appropriate:

Visa  Switch  Mastercard  JCB  Delta

(We regret we cannot accept any other card types).

Card No.:

Expiry Date:     Issue No.:  Security number:

Name on Card:

Value inc. VAT £

Signed:

Date:

**Please invoice** Purchase order number:

## STEP 5 – COMPLETING YOUR APPLICATION

- Answer the remaining 2 questions below
- Read the Terms and Conditions at the back of this opposite
- Sign and date this form, and check that all required sections are filled in
- Tear out the application form section of this booklet and return it, along with your payment, to:
  - The Administrator, Safer Parking Scheme, British Parking Association, Chelsea House, 8-14 The Broadway
  - Haywards Heath, West Sussex, RH16 3AH
- Please retain the Terms and Conditions section of this booklet for your records

### A) Where did you hear about the Park Mark Safer Parking Scheme?

From a colleague  Advertising   
From a scheme Development Manager  From the BPA   
Web  Parking news   
Other (please specify)

### B) Please read the Terms and Conditions overleaf and then sign below.

I have read and understood the Terms and Conditions of joining the Safer Parking Scheme as a member.

Signed:

Date:

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## Terms and Conditions

### Ownership and Management

1. The Park Mark<sup>®</sup> Safer Parking Scheme (the Scheme) is an initiative of the Police Crime Prevention Initiatives of England Wales and Northern Ireland (Police-CPI)
2. The Scheme is managed by the British Parking Association (BPA) on behalf of Police-CPI.
3. The role of the Development Board is to set the Benchmark for crime reduction and Assessment Standards for the Scheme and to ensure that these are maintained in accordance with the Guidelines and consistently applied throughout England, Wales, Northern Ireland and Scotland.
4. The Scheme is open to anyone with an interest in reducing crime and the fear of crime in parking facilities.

### Park Mark<sup>®</sup> Safer Parking Award

5. The Scheme is able to confer a Park Mark<sup>®</sup> Accreditation Award (Park Mark<sup>®</sup>) to any parking facility which complies with the Standards (the "Standards") set out in the Park Mark<sup>®</sup> Safer Parking Scheme Guidelines issued by Police-CPI.
6. Park Mark<sup>®</sup> can be awarded to all types of parking facility and the rights are reserved to amend the Scheme at any time without prior notice or consultation.

### Assessment

7. Assessment for Park Mark<sup>®</sup> is undertaken by specially trained police staff (Park Mark<sup>®</sup> Accredited Assessors). The approval or rejection of the award for individual locations is the sole responsibility of the Accredited Assessors.
8. The Development Managers are employed by the BPA and are experts with full knowledge of Park Mark<sup>®</sup> and the Scheme Guidelines and provide a full consultation service for the Scheme. They have undergone the same Park Mark Assessment training as their Police staff colleagues.
9. The Park Mark<sup>®</sup> Accredited Assessors will be available to provide specialist advice on all issues of risk analysis and security for parking facilities. Development Managers will also be able to provide advice on management procedures.
10. Park Mark<sup>®</sup> is awarded to parking facilities following an Assessment of the risk and fear of crime and any management procedures to minimise that risk and which are found to accord with the Guidelines and whose crime levels are at or below the Benchmark.
11. The Parking Facility owner and or operator (the Operator) shall grant the BPA and/or Police-CPI all reasonable assistance and access to review & inspect the parking facilities and management procedures at any time. This will include records of recorded crime and any incidents which might reasonably be expected to increase the risk and or fear of crime.

### Maintenance of Standards

12. Park Mark<sup>®</sup> Assessors shall be entitled to undertake unscheduled reviews and inspections in order to ensure that the outcomes and expectation of the

Standards are being adequately maintained. Park Mark<sup>®</sup> may be withdrawn from a parking facility at any time if the Assessors agree that the Standards at that parking facility fall below the expectations set out in the Guidelines.

13. Park Mark<sup>®</sup> is retained if the outcome of subsequent Assessment, after a defined period of time, is still in accordance with the Guidelines and whose crime levels are at or below the then current Benchmark.
14. The Operator shall ensure that any parking facility that is Park Mark<sup>®</sup> Accredited continues to be managed, operated and maintained in accordance with the Scheme Guidelines.
15. The Operator shall inform the BPA immediately of any significant changes in the operation management, ownership or design, or of any other matter relating to the parking facility which may affect its entitlement to Park Mark<sup>®</sup>. If in doubt you should disclose the information. Failure to do so may result in a withdrawal of Park Mark<sup>®</sup>. Examples of material change include but are not limited to:
  - A significant change in the level of crime or unusual incidents.
  - Any significant changes to the lay-out or structure.
  - A change of ownership or operator or management procedures & policy.
  - A change in environment or crime and disorder within the immediate vicinity.
  - Change in customer profile (e.g. from mainly retail customers to mainly leisure customers; from mainly long term (4 hours+) parking to mainly short term (up to 4 hours) parking)

### Membership Application and Registration Fees

16. Before applying for Park Mark<sup>®</sup> for the first time, the Operator must become a Member of the Scheme and will be required to pay a membership fee for each year that Membership is continued.
17. Parking facilities with Park Mark<sup>®</sup> must also be registered with the Scheme for which there is an additional registration fee (the Registration Fee).
18. The Scale of fees will be published by the Scheme from time to time and will provide for a defined discount relative to the number of facilities that are registered by the Scheme Member.
19. The membership fee and registration fees will be collected annually
20. When a parking facility is registered part way through a membership period, the Scheme may request a pro-rata payment of the Registration fees.

### Promotion of Park Mark<sup>®</sup>

21. Parking facilities with Park Mark<sup>®</sup> must display Park Mark<sup>®</sup> authorised signage and promotional materials prominently in the public domain to inform users of the parking facility that the parking facility is Park Mark<sup>®</sup> Accredited. Failure to do so may result in withdrawal of

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the Award.

22. The Operator will be responsible for all costs in relation to obtaining and displaying the authorised signage and Certificates. One FREE copy of the Certificate will be provided at the time of first registration and at the time of each re-assessment.

## Validation of Park Mark®

23. Park Mark® is initially granted for one year, with the frequency of re-assessment generally being every two years. Local circumstances may determine that the Park Mark® is only valid for one year or in exceptional circumstances, extended to three years. The conditions leading to the variation will be notified to the Operator following assessment.
24. Park Mark® Accreditation will demonstrate that the Operator has put in place measures which help to deter criminal activity and antisocial behaviour and that they are therefore doing everything they can to prevent crime and reduce the fear of crime in their parking area.
25. Park Mark® Accreditation will mean that your customers can be confident and have the opportunity to choose to park in an area which has been vetted by the police and has measures in place in order to create a safe environment.
26. Park Mark® Accreditation does not guarantee a crime free parking facility and it should not be used to market any parking facility as such. It should be noted also that the granting of Park Mark® does not in itself create any liabilities to the owner or operator over and above their general contractual and tortious obligations.
27. It is in the interest of Scheme members that they should use their best endeavours to maintain the integrity of the Park Mark® Safer Parking Scheme by reporting unauthorised use of the Park Mark® device or associated marketing.
28. The Park Mark® Safer Parking scheme does not formally assess the structural safety of parking structures; however, it is a requirement of membership of the Scheme that there is full compliance with the current guidelines and applicable legislation. Parking facilities which do not comply with this requirement will be excluded from the Scheme, and existing Awards will be suspended until the operator signifies that the parking facility does comply.

## Withdrawal of Park Mark®

29. If Park Mark® is withdrawn or lapses at a parking facility, for any reason, the Operator shall immediately at their own expense:
- Remove all references to Park Mark® in the public domain, and/or Certificate and all other references to the Award from
  - the parking facility and any promotional materials and media for the parking facility to which the Award relates and certify to
  - the BPA that this has been done.
  - Make no further representation that the facility concerned continues to hold an Award.

## Arbitration and Dispute Management

30. Every effort will be made at a local level to resolve

difficulties and disputes resulting from a failed application/re-assessment. Arbitration processes are available to owners/operators who believe they have reasonable grounds for concern regarding the administration and or the outcome of an application/re-assessment through the Development Board and further information is available from the BPA.

31.

- Applications for Adjudication shall be delivered within One Month of the failed Assessment to:

Safer Parking Development Board  
c/o The National Operations Manager, Police-CPI  
1st Floor  
10 Victoria Street  
London, SW1H 0NN

- The Development Board will delegate the case to an Adjudicator or Committee representative for review and report to the Development Board who will make the final decision.
- The final decision will be binding on all parties and will be delivered within a reasonable time.