

STAFF/MEMBERS CAR PARK PERMITS - INFORMATION

Staff/Member Permits may be used on any day Monday to Saturday in the following Council owned pay and display car parks, subject to the terms and conditions of use displayed in those car parks:

Ashby de la Zouch

Brook Street, Hood Park Leisure Centre, North Street, North Street extension, South Street (**not including Ashby House, Bakery Court, rear of New Look or Rushton's Yard**)

Coalville

Bridge Road, Needhams Walk, Market Hall, North Service Road, James Street, London Road, Council Offices, Margaret Street

All Permits are valid for **12 MONTHS** from the date of issue.

TO APPLY please complete the attached application form.

If you have any enquiries contact the Street Scene Office, telephone 01530 454598.

CONDITIONS OF USE – STAFF CAR PARK PERMITS

1. The Permit is issued subject to the conditions contained within the existing Off Street Parking Places Order a copy of which may be obtained from the Street Scene Section.
2. The issue of a Permit does not guarantee the availability of a car parking space.
3. The Permit is only valid if the vehicle has on display a valid road fund licence and if the registration number on the Permit matches the registration plate displayed on the vehicle.
4. The Permit must be displayed clearly in the windscreen of the vehicle.
5. Replacement Permits, for loss or damage, will be subject to an administrative fee of £11.75 inclusive of VAT. Replacement Permits for illegibility or colour fade will be replaced at no charge.
6. Any vehicle (the owner of which is the holder or user of a Permit) that is parked without its Permit on display will be subject to the normal car park conditions and charges in operation, including responsibility for any penalty charges incurred.
7. Any person found to be mis-using any Permit issued to them, or breaching any of the above conditions or any other parking conditions, could have that Permit withdrawn by the Council.
8. Acceptance of the Permit applied for will signify your acceptance and compliance with the conditions of use.

COST OF PERMIT

The permit will be charged at a rate of £250 per financial year for employees who are contractually engaged to work more than half time hours (£20.83 per month). Employees whose contractual working hours are half time or less (e.g. 18.125 hours per week or less) will pay £125 per financial year (£10.42 per month).

SALARY SACRIFICE SCHEME – Questions and Answers

What is Salary Sacrifice?

Salary sacrifice is where an employee agrees to give up a portion of their salary in return for a non-cash benefit of equal value, in this case the cost of a parking permit at your place of work. By reducing your salary you save Income Tax and National Insurance, effectively reducing your annual parking costs.

How does it work?

You agree with your employer, North West Leicestershire District Council (NWLDC), by a written amendment to your contract, to reduce your salary by the same amount as the cost paid by NWLDC for the cost of your annual parking permit.

How does it benefit me?

NWLDC is required to deduct Income Tax and National Insurance Contributions (NIC) from each payment they make to you. By reducing your salary, the amount of tax and NIC deducted from your pay is reduced. This creates a significant saving to you compared with you paying for an identical parking permit from your current net (post-tax) salary.

So how much will I save per year?

	Cost of Parking Permit	Potential Saving for You
	£125.00	£38.75
	£250.00	£77.50

Are there any downsides?

We are offering this scheme as we believe it benefits the majority of current employees parking at NWLDC.

However, a minority of staff may be affected by giving up the right to a portion of your previous salary as certain government benefits may be affected as the amounts paid will be based on your lower salary. These include:

- **Statutory Maternity Pay (SMP)**
The amount of SMP that you are eligible for is based in the first 6 weeks on 90% of your average weekly earnings. In entering a salary sacrifice arrangement this will lower the amount of SMP that is received.
- **Working Tax Credit and Child Tax Credit**
As your salary will be reduced by the salary sacrifice this may have the effect of **increasing** your tax credit award
- **State Pension**
Your eligibility for a state pension is unlikely to be affected unless your pay is brought down to less than £84 per week.

We will make you aware if you are in any 'at risk categories', but we would encourage all employees to take Independent Financial Advice if you have any questions regarding your personal position should you be interested in joining the scheme.

So what do I do next?

The parking charges come into effect from 1 April 2010. So to make the most of the savings opportunity you need to register you wish to join the scheme by ticking the relevant box on the permit application form and returning as soon as possible, ideally by 19 March 2010. You will then be sent a letter amending your contract of employment stating you wish to enter into the salary sacrifice arrangement, with the first reduction in salary made in your April pay.

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