

## Park & Cycle

The Park & Cycle scheme is available to those people who would like to park their car at a Park & Ride site and then cycle the rest of the way into the city centre and who work within a two mile radius of Leicester's Clock Tower and operates at all three Park and Ride sites; Meynell's Gorse, Enderby and Birstall.

The Scheme costs £50 per user per year, which equates to less than £1 per week.

### Terms and Conditions

1. Park & Cycle is available from 6.45am to 7.30pm Monday to Saturday and is only available to those who have registered to join and have had their application accepted; Park & Cycle is not available as a one-off or one-day arrangement.
2. Parking is only available under the Park & Cycle scheme to those whose cycling destination is within a 2 mile radius of the Clock Tower. You may not use this scheme if you work at Grove Park, Fosse Park or the Police Headquarters. If you work at one of these locations, please ask your employer about the Enderby Employers Parking Scheme.
3. You will be issued with a Dashboard display card with your application pack and will have the expiry date clearly marked. This must be displayed whenever your vehicle is on the P&R site and you are using the Park & Cycle scheme. Parking in a designated Park & Cycle space is only permitted when a cycle is being used and a valid Dashboard display card is clearly on display.
4. Scheme users should park squarely within the designated Park & Cycle car parking bay and observe any other on-site instruction from the Security Officer or any notices about the safety of yourself or your vehicle. Please alert the Security Officer in the Terminal Building as quickly as possible in confidence if you have any concerns at any time about other persons or vehicles in the car park.
5. You can choose to ride or push your cycle when leaving the site. Please keep to the roadways if you are on your bike, observing any directional arrows or one way systems. You may use the bus lanes if you wish, but please take care. If on foot, please use the designated pedestrian crossing points across busy roads, for your own safety.
6. Park & Cycle permits or exit cards do not allow travel on the Park & Ride bus service. If you wish to use the Park & Ride bus service you will need to use a normal parking space and pay the appropriate fare on the bus.
7. At Enderby & Birstall, an authorised exit barrier card is issued to drive a vehicle out of the site. A refundable £10 deposit is required for exit barrier card issued. The exit barrier card will be set up with the same expiry date as your permit.
8. Exit barrier cards cannot be used after the expiry date, unless renewed. Cards can also be hotlisted to prevent use if abuse of the system is reported to us.
9. Please be aware that if you carry your bike on the top of your vehicle, that there are vehicle height restriction barriers at each site (2.05m at Birstall and Enderby, 2.10m at Meynell's Gorse) but no other barrier on entry. Your vehicle number plate and time of entry and exit may be recorded by CCTV/ANPR for security purposes.

10. There is no overnight parking allowed at any of the sites. Please be aware that, despite the notice times near the entrances, any car left in the car park after 7.30pm under the Park & Cycle scheme may be locked in until the next site opening time and incur an extra charge (currently £50 per night). If you wish to retrieve your vehicle from the locked-up car park, you could also face an up-front call-out charge by the security company. Their emergency phone number is displayed on the outside of the gate.
11. Please always keep the exit barrier card safely in your own possession – never lend it or give it to anyone else - and please return it to Leicestershire County Council promptly when asked to do so. If you realise you have lost the card, please notify Leicestershire County Council immediately to provide you with written authorisation until a proper replacement card can be obtained. (You must show an up to date written authorisation to the security officer each time before leaving the site or face a penalty payment.) There is a £10 charge for replacement cards.
12. At Enderby or Birstall, you will need to stop to present a valid exit barrier pass at the exit barrier. The barrier is specifically designed to come down after each vehicle has passed through, therefore ‘tailgating’ (attempting to follow the car in front through the barrier) may result in damage to your vehicle and also to the barrier system itself. Leicester City Council (as managers of the car park) will seek to claim costs for any damage to the barrier equipment using its CCTV record of the incident.
13. Do not attempt to use any Park & Ride site whilst towing anything (e.g. trailer). You will not be able to fit the vehicle plus towed item into one parking space and the exit barrier may come down onto the towed item and cause damage, to both the towed item and the barrier.
14. Please note that there are “crocodile teeth” at the entrances to some of the Park & Ride sites to prevent vehicles from trying to exit via entrance lanes. Please drive over these slowly in the correct direction and you are advised to dismount when entering on your bicycle. Please do not try to exit site via the entrances on your bicycle as the teeth may cause damage and oncoming traffic entering site will not be expecting someone travelling in the opposite direction.

To apply for the Park & Cycle scheme, please complete the form below. Please detail your home address and workplace address so that your eligibility can be determined.

**To apply by email**, send the completed form to Leicester City Council by email to [leicesterble@leicester.gov.uk](mailto:leicesterble@leicester.gov.uk) (please put Park & Cycle Scheme in the subject line of the email). Then to arrange payment by credit or debit card, please call Lukman Khalifa on 0116 454 6913 or Kirti Patel-Sidat on 0116 454 2828 (both lines Monday to Friday 9am–4pm, or leave a message).

**To apply by post**, send the complete form to Leicester City Council, Park & Cycle Scheme, Public Transport Team, Transport Strategy, 2<sup>nd</sup> Floor, Rutland Wing, City Hall, 115 Charles Street, Leicester, LE1 1FZ. Please enclose a cheque payable to Leicester City Council for £50 and write Park & Cycle on the reverse.

For further information please call Lukman Khalifa on 0116 454 6913 or Kirti Patel-Sidat on 0116 454 2828 (both lines Monday to Friday 9am–4pm, or leave a message).

You will receive a Dashboard display card which must be displayed in your car windscreen whenever you are using the Park & Cycle scheme. To get an exit barrier card for Birstall or Enderby, take your £10 deposit to the security officer in the terminal building, where they will issue you with an exit barrier card on confirmation of your successful application.

Please retain pages 1 & 2 (Terms and Conditions) for your records.

## Park & Cycle Application form

Park & Cycle permits for the Park & Ride sites cost £50 per year payable by credit or debit card. A refundable deposit of £10 is required for any exit barrier cards issued for use at Birstall or Enderby.

\* (denotes required field)

Name \*

Email address \*

Address \*

Postcode \*

Daytime telephone number \*

**Place of Work:**

Company name \*

Company address \*

Company postcode \*

Park & Ride site you wish to use \*  Birstall  Enderby  Meynell's Gorse

Start Date

Where did you hear about this scheme?  Current user  
 Leicester Park & Ride website  
 Leicester City Council website  
 Poster  
 Other (please state) .....

Tick to confirm that you accept the Terms & Conditions of the Scheme (pages 1 & 2)

Tick if you wish to subscribe to the Park & Ride eNewsletter

Please ensure that you detail both your home address and workplace address so that your eligibility can be determined.

For further information and to arrange payment by credit or debit card, please call Lukman Khalifa on 0116 454 6913 or Kirti Patel-Sidat on 0116 454 2828 (both lines Monday to Friday 9am–4pm, or leave a message).

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