**GUIDANCE FOR ROMAN CATHOLIC PARISHES**

**RELATING TO THE USE OF CAR PARKS**

**AS AT MAY 2021**

# When you receive an enquiry from a group or an individual relating to the use of a parish car park, you should make it clear from the outset that the car park should only be used for car parking by that group (or its employees) or the individual concerned. It should also be made clear that the car park is to be used in conjunction with the local parishioners and that exclusive use of the car park is not being given.

# Any arrangements that are agreed should be documented using the template "licence for use of car parks" and the group / individual enquiring about the use of the car parks should be provided with a copy of this template at the earliest opportunity.

# The template licence is flexible and will enable you to agree terms, such as the fee payable and the amount of cars that can be parked in the car park during any period of time. The licence is rolling in nature and will therefore continue until either party serves not less than 2 weeks' written notice on the other party.

# **We recommend that no further amendments are made to the template licence without consulting solicitors, other than the following:**

### In addition to stating the name of the Diocese, the name and address of the group / individual using the car park should be stated at the beginning of the licence.

### The definition of *"Car Park"* should be updated so that a clear description of the car park, or area within a car park, is provided.

### The definition of *"Designated Hours"* should be updated to reflect the days and times of day agreed between the parties.

### The definition of *"Designated Use"* should reflect any particular agreement reached between the parties relating to the number of cars that may be parked in the car park at any one time.

### The definition of *"Licence Fee"* should reflect the fee agreed between the parties for the use of the car park. We recommend that the fee is paid in monthly instalments on the first day of each calendar month but, depending on the wider circumstances, it may be appropriate to agree different payment terms, such as a single one-off payment, or a weekly fee.

### Once both parties have signed the completed licence, the date should be entered at the start of the licence and permission will then be granted from that date. As noted above, the permission will continue until either party serves notice on the other party seeking to terminate the licence.

# The template licence should only be used for short term (i.e. less than six months) and periodic uses of car parks and, to the extent you receive an enquiry relating to a permanent use of the car park for a longer period of time, you should consult your solicitors as it may be more appropriate to grant a lease in these circumstances.

# We recommend that you record all requests (either granted or denied) relating to the use of car parks and also retain all completed licences.

# Please ensure you obtain an original of the Licence signed and dated by the Licensee.