



To: **Non-Port of Felixstowe Employees**

From: **Port Police**

Date: **1st May 2007**

Subject: **Issue of Vehicle Permits for Car Parking 2007/8**

ISSUE OF VEHICLE PERMITS FOR CAR PARKING 2007/8

For the purpose of security and safety, the Port Police have re-introduced a vehicle/car park permit system. This is applicable to all companies/individuals whose regular place of employment is within the Port of Felixstowe. Colour-coded permits will be issued for all vehicles parking within the Port boundary. A list of all such vehicles (and owners) will be maintained. The details of owners will only be used in order to contact them in the event of an emergency affecting their vehicle (security alert or other incident), or if the vehicle is damaged or is causing an obstruction.

1. ACTION

- 1.1 All employees of companies parking their vehicles (not HGVs) will need to complete, and submit, a vehicle registration form to the Port Police Station.
- 1.2 All companies are requested to ensure that all new and existing employees submit parking permit request forms if personnel are intending to use car-parking facilities on the Port. Anyone changing their vehicle(s) should notify the Port Police by submitting a new form containing the new vehicle details. (Those persons requiring Terminal Access (TAPs), see Para 4 below).
- 1.3 Colour-coded car-parking permits will be issued to all vehicles parking on the Port of Felixstowe. The permit will carry the vehicle registration number, a unique permit serial number and a security hologram.
- 1.4 Port Police and/or Security Officers will conduct regular surveys, and vehicles not displaying vehicle permits will be checked and the owners may be refused entry to the Port and/or future parking privileges.



2. PROCEDURE

- 2.1 A permit, complete with holder, will be provided for each vehicle, and must be displayed in the front windscreen near the tax disc.
- 2.2 If a permit is lost or stolen, it should be reported to the Port Police as soon as possible, and a new permit applied for.
- 2.3 Parking permits will be valid for all designated car parks on the Port of Felixstowe.
- 2.4 Any previous or expired permits must be returned to the Port Police Station **before** a replacement permit can be issued for the same vehicle.
- 2.5 If you change your vehicle, the old vehicle permit must be returned and details of the new vehicle registered with the Port Police **before** a new permit will be issued.
- 2.6 All such vehicle permits remain the property of Hutchison Ports (UK) Ltd, and must be returned **before** any vehicle is sold/scrapped. Please use the **Freepost address** printed on the rear of the permit.
- 2.7 If your employment and therefore your parking requirement within the Port of Felixstowe ends, the vehicle permit **must be returned** to the Port Police.
- 2.8 Any misuse of vehicle permits could result in their withdrawal and/or parking privileges being revoked; this would be at the Chief Police Officer's discretion.
- 2.9 To apply for a parking permit, please complete an application form available from the Port Police Station, or by e-mailing Heather Carpenter, carpenterh@fdrc.co.uk

Alternatively, the form can be found on the Port of Felixstowe Internet under 'Commercial Information' at www.portoffelixstowe.co.uk
- 2.10 Vehicle permits will be returned to applicants via the internal mail system.



3. RESTRICTIONS ON PARKING (Port of Felixstowe General Byelaws Part IV)

- 3.1 Vehicles must not be parked within the Port:
- i. without a permit
 - ii. in such a manner as to create an obstruction
 - iii. unless in an approved car park

4. TERMINAL AUTHORISATION PERMITS (TAPs)

- 4.1 Vehicles requiring regular or emergency access to Port of Felixstowe Terminals/ Restricted Areas (RAs) **must** display a green '**Terminal Authorisation Permit**' (**TAP**) authorised by the Chief Police Officer **and** issued by the Port Pass Office.
- 4.2 Vehicles that are issued with a TAP are **not required** to display a HPUK car parking permit as well as their TAP.
- 4.3 A request for a TAP should be submitted to the Chief Police Officer, who will authorise and forward to the Port Pass Office, as applicable.

S F BRUMPTON

Chief Police Officer
Manager, Security & Port Police Unit