

St John the Evangelist Car Park User Guide

(November 2026)

Welcome to our new car park system.

Over the years, it has sadly become harder and harder for parishioners and other legitimate users to find a space. We hope this new system will make parking easier for you.

Under the old system, the car park was, in theory, open to parishioners wishing to use the church and hall, but in practice, it was often taken up by members of the general public. Under this new managed system, members of the public will no longer be able to park during daytime hours (07:00–19:00), while parishioners will be able to register for free or paid parking, depending on their needs.

As we only have a comparatively small number of spaces, opening daytime parking to registered users only should make it much easier to find a space for Mass and other parish activities. And by continuing to offer parishioners an anytime parking option, we'll be able to keep raising funds for parish initiatives, social outreach, evangelisation, and the upkeep of our beautiful church.

I. General

1. The Car Park comprises the main car park adjacent to the church, accessed via Albion Way, and the smaller car park next to Springfield House on Springfield Road.
2. Parking is only permitted in marked bays.
3. Parking is not guaranteed and is subject to the capacity of the Car Park. All users acknowledge that there may not be a marked bay available when desired and will be unable to stay in the car park.
4. The Parish is not responsible for any damage caused to vehicles in the Car Park.
5. All vehicles will enjoy a 15 min drop off/pick up period in marked bays at any time of day.
6. Registered Parishioners may park at any time subject to the usage restrictions outlined in this document.
7. During the hours of 07:00–19:00 ("daytime hours"), all parking will be restricted to Registered Parishioners only.
8. During the hours of 19:00–07:00 ("night-time hours"), non-registered members of the public will additionally be able to park too, for a 'pay-as-you-go' fee (see section VI below).

II. Parishioners

1. A Parishioner wishing to use the Car Park must register on the Parish Database, giving details of their vehicle number plates. This registration will be renewed each year from a certain date determined by the parish office.
2. A Parishioner may register a maximum of 2 vehicles, of which only one may be parked in the car park at any one time.
3. Registration is made via the form available on the parish website, or with the assistance of the parish office where needed.
4. When registering parishioners may select one of 2 options described below:
Option A) Mass and Parish Life parking (*Free parking at limited times*)
Option B) Anytime parking (with *annual paid donation*)
5. Registration may be revoked for any reason at any time by the Parish Priest.
6. Registration is completed only when a confirmation email, or similar notification, is received from the Parish Office. This notification will confirm the option selected and car registrations authorised.
7. It is the responsibility of the Parishioner to ensure that all details shown on the confirmation are correct. Failure to ensure that the correct details are recorded may lead to the issuing of Parking Charges from Euro Car Parks. These will not be cancelled by the Parish.
8. If a Parishioner wishes to change their vehicle, they can do this by informing the Parish office (with a reasonable amount of notice to give the office adequate time to make the change).

III. Option A: Mass and Parish Life Parking (*Free Parking at limited times*)

A. Sunday Masses/Holy Days of Obligation

1. Registered Parishioners who sign up for "Option A" will be able to park free for the purpose of attending Sunday Masses (including the Saturday Vigil Mass).
2. The period for this allowance will begin at 17:00 on Saturdays, and end at 19:00 on Sunday evenings. Parishioners can enter at any time during this period and stay for a maximum duration of 3 hours (one entry per day).
3. Registered Parishioners will also be able to park for free for a duration of 3 hours for the purpose of attending Mass on Holy Days of Obligation (i.e. other days on which the Bishops of England and Wales have decreed it compulsory for the faithful to go to Mass).

B. Other church services during the week

1. Registered parishioners will be able to park for free for the purpose of attending the church (e.g. Mass, Reconciliation, Adoration and other liturgies) during weekdays (including Saturday up to 17:00) for a maximum of 90 mins (one entry per day).
2. These terms and conditions will be reviewed on a regular basis by the parish priest to ensure that they are not being abused and are subject to change at his discretion.

IV. Option B - Anytime Car Parking (*4hrs. - Annual subscription*)

1. Registered Parishioners who sign up for “Option B” will be able to park for any reason, for up to 4 hours, at any time day or night.
2. They will pay a donation of £135 per annum to register for this Option. This sum will be reviewed annually. The revenue will go entirely to parish funds.
3. Registered Parishioners will be able to park for their 4-hour duration as many times as desired within any 24-hour period; however, there is no return within one hour.

V. Parking for Parish Events in the Hall

1. For Parish meetings (meeting rooms 1 and 2), a tablet will be available there for parishioners to enter their number plates which will give them free parking until midnight that same day.
2. Free parking will also be available for events organised by parishioners, for the parish mission; organisers are requested to liaise with the Parish Office about this well in advance of the event.
3. Free parking will not be available for hall hirers. (However, those hiring after 7pm will be able to purchase ‘pay-as-you-go’ parking as described in section VI below.)

VI. Parking for the public (*Pay-as-you-go - 19:00-07:00*)

1. Between 19:00-07:00 (“night-time hours”) members of the public/non-registered users will have the opportunity to purchase ‘pay-as-you-go parking’ via a mobile app (managed by Euro Car Parks). Tariffs will be published on car park signage.

VII. Other Parking Arrangements

1. The Parish Priest may, at his discretion, authorise users on other terms and conditions.
2. For example, authorisation may be given to enable users to park at any time for any duration. (i.e. funerals and weddings etc.)

VIII. Car Park Management

1. The day-to-day management of the registration and subscription models Option A and Option B as detailed above falls to the Parish Priest & Office.
2. The management of the Automatic Number Plate Recognition system and the issuing and collection of fines fall to Euro Car Parks Limited. For more information on Euro Car Parks Limited's own terms and conditions, please refer to [\(insert link to ECP Terms\)](#)