

Project Documentation - Initial Project Proposal Document

Project: Parking Services – Review of Payment options

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1. Purpose of Document

The purpose of this document is to justify the undertaking of the project based on the estimated cost of delivery and the anticipated benefits to be gained. The proposal outlined in this document will be used as part of the process for prioritising future projects.

2. Project Description

Following the introduction of a Pay on Foot system at the Avenue de Chartres car park in January 2015, a full evaluation of the benefits of this method of parking is currently being undertaken. This review includes consideration of the possibility to implement this system of parking into other car parks within the district as well as considering alternative payment methods including pay by phone. The report will be considered at Cabinet in April 2016.

In scope:

All car parks considered suitable for alternative payment methods within the district.

Out of scope:

On-Street parking payment methods – the decision for which lies with West Sussex County Council.

3. Background

The Avenue de Chartres (ADC) multi-storey car park was identified as a suitable site for the installation / introduction of a Pay on Foot (POF) system. It was anticipated that this system would provide Chichester's one multi-storey car park with 24 hour control and monitoring system, giving visitors the capability to stay as long as they wish with no overstay Penalty Charge Notice. It was felt that a POF solution here could reduce administration costs. The POF system went live in the ADC car park on 26th January 2015.

Members of the Council and some local businesses, along with the Chichester BID have expressed a preference for this style of parking to be introduced within other car parks within the district. Work is being undertaken to consider the feasibility of this and alternative payment options.

4. Outcomes to be Achieved

An improved offer to our customers. Customers will not need to worry about rushing to return to their vehicles or risk a Penalty Charge Notice. Potential to increase car park income should customers stay longer within the car park. Local businesses benefit as a result of visitors staying longer and therefore spending more.

5. Timescales

Report to Cabinet in April 2016. This will propose a programme of implementation.

6. Project Costs and Resources

	Costs (£)	Source
One-Off	To be determined – dependant on number and scale of car parks and payment method selected but will be in excess of £100,000	Capital
Revenue	To be determined – dependant on number and scale of car parks and payment method selected	
Savings	To be determined – dependant on number and scale of car parks and payment method selected	
Services to be involved in the project delivery	Parking Services, ICT, Procurement, Finance, Building Services, Legal, Careline, PR.	

7. Benefits vs. Cost

Potential for an increased income with a return on the investment anticipated.

8. Identify Risks

Depending on the option recommended, a full project risk assessment will be undertaken. Risks include:

- Project not returning the investment
- Customers not using the car park
- Equipment not meeting the required expectations
- Operational time involved in administering the project exceeds expectation.