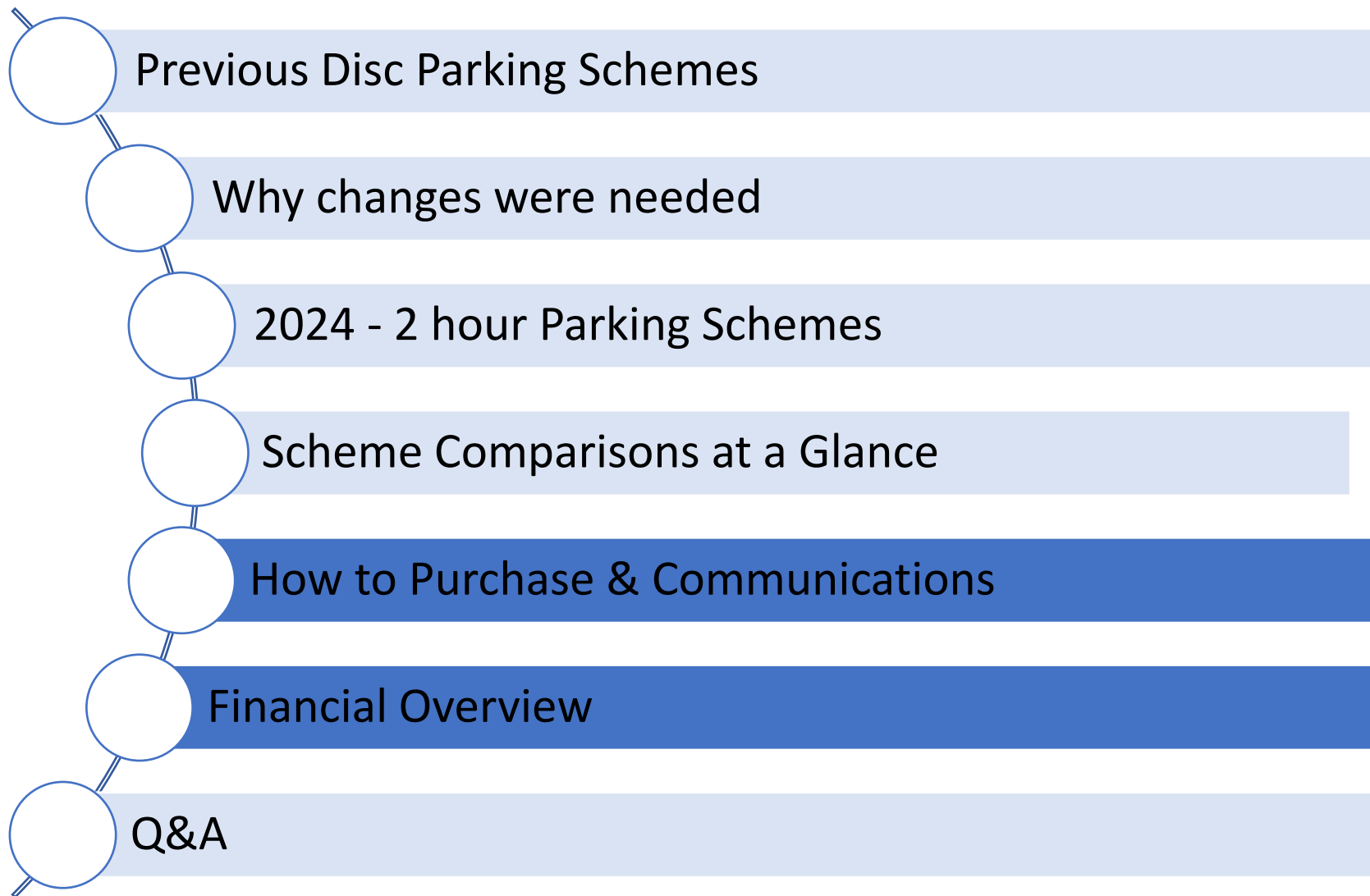


2 Hour Parking Schemes





Aim of the schemes

To support footfall in the town centres of Bognor Regis and Littlehampton.



LITTLEHA

MPTON

DISC

SCHEME

1996-2023

The scheme was introduced in 1996/97 to support town centre businesses facing challenges from free parking in Rustington, and increased competition from out-of-town retail areas.



Initially the free two-hour parking disc parking was introduced to two car parks only- Anchor Springs and St Martins Car Parks.



In 2005 the scheme was extended to include the Manor House Car Park.

The scheme was jointly funded by the Littlehampton Town Council (£28,250) and Littlehampton Traders Partnership Ltd (£6,600).



Littlehampton discs were given, at no charge, to end users, and no profits are generated from the scheme to invest in town centre projects or initiatives.



The production and distribution costs of Littlehampton's parking discs were covered by a local business, who used the discs as a promotional tool. The business owner also distributed discs to Littlehampton retailers to give to end users.

BOGNOR

REGIS

DISC

SCHEME

2012-2023



The Bognor Regis parking disc scheme was first introduced in 2012 for a one-year trial in Fitzleet and Lyon Street car parks.



The scheme proved to be successful and was subsequently extended



In 2014 it was agreed that Hothampton Car Park would be added into the scheme

The scheme was jointly funded by the Bognor Regis Town Council at a cost of £21,000 and the Bognor Regis Business Improvement District (BID) at a cost of £5,000 per annum.



The cost of the parking disc was £2 to the end user. Discs were produced and distributed to retailers by the BID and revenues were retained by the retailers and the BID.



The BID produced a new disc each year. Disc production in Bognor Regis was capped at 27,000 units per annum.

Why were
changes needed?



Abuse of the schemes

There was evidence that the discs are being abused by moving the time of arrival on the discs forward in both Littlehampton and Bognor Regis, resulting in lost parking revenue. Effective, efficient enforcement in these circumstances is challenging and impractical.

Terms and conditions

The terms did not prohibit disc holders from relocating their vehicle to an alternate car park or returning to the original car park for a further 2 hours free parking, allowing the user to park for free all day.

Usage data

There are currently no accurate means of quantifying the usage of the discs, nor the financial contribution made by Arun District Council to supporting town centre footfall by way of foregone parking revenue. Whilst the number of discs in circulation in Bognor Regis was known, the number of discs in circulation in Littlehampton was unquantifiable.

Contributions

Both Town Councils paid a yearly contribution towards the loss of revenue. The Bognor Regis BID also paid a yearly contribution. Littlehampton Traders Partnership Ltd accrued debt as they were unable to provide their contributions to ADC. Contributions had not increased since the schemes were introduced.

Customer Experience

Our customers increasingly prefer digital options for permits and paying for parking stays. All of Arun District Council's permits are now successfully delivered via MiPermit. For the 2023/2024 period so far, 49% of all parking stays were paid for using either MiPermit or RingGo pay by phone apps.



2024 Littlehampton Disc Scheme

Parking disc production

- A cardboard parking disc costs £3 per annum
- The disc is produced and distributed to retailers by Arun District Council
- The disc is available to purchase from retailers in the town and at Arun Civic Centre & Bognor Regis Town Hall

Virtual disc

- A virtual parking disc can be used as an alternative to the cardboard disc, using the MiPermit app.
- The cost is the same as the cardboard disc.
- Motorists can purchase extra parking time using the same app
- The virtual parking discs can be set up to auto-renew at the end of the year
- A reminder can be sent to the customer when their free parking period is due to expire and offers the option to extend their parking stay.

Terms and conditions

- The parking discs are valid from 1st January-31st December each year
- The disc can only be used once per day for up to two hours free parking
- The disc cannot be used in conjunction with the virtual parking disc

Contributions

- The Littlehampton Town Council no longer provide a contribution
- The Littlehampton Traders Partnership Ltd no longer provide a contribution
- The cost of the parking disc has been adjusted to reflect the loss of contributions from ADC partners.

2024 Bognor Regis Disc Scheme



Parking disc production

- A cardboard parking disc costs £3 per annum
- A virtual parking disc can be used as an alternative
- The disc is produced by Arun District Council
- The disc is distributed by the Bognor Regis BID to retailers for a fee paid by ADC.

Virtual disc

- A virtual parking disc can be used as an alternative to the cardboard disc using the MiPermit app.
- The cost of the virtual disc is also £3 per annum.
- Motorists can purchase extra parking time using the same app

Terms and conditions

- The parking discs will be valid from 1st January-31st December each year
- The disc can only be used once per day for two hours free parking
- The disc cannot be used in conjunction with the virtual parking disc

Contributions

- The Bognor Regis Town Council will no longer provide a contribution
- The Bognor Regis BID will no longer provide a contribution
- The increased cost of the parking disc will override the loss in contributions
- The virtual parking discs can be set up to auto-renew at the end of the year
- A reminder can be sent to the customer when their free parking period is due to expire and offers the option to extend their parking stay.

Comparison of the disc schemes



Previous Littlehampton Disc Scheme

Free parking disc

Obtained from local shops

Distributed by the Littlehampton Tyre Centre

Yearly contribution from Littlehampton TC and Littlehampton Traders

Disc could be used for two hours parking with no return within one hour



2024 Littlehampton Disc Scheme

£3 disc cost per year

Obtained from Civic Centre & BRTH and local shops

Distributed by Arun District Council

No contribution from Littlehampton TC and Littlehampton Traders

Disc can be used once a day

New virtual disc can be used instead of a cardboard disc



Previous Bognor Regis Disc Scheme

£2 disc cost per year

Obtained from local shops

Distributed by the Bognor Regis BID

Yearly contribution from Bognor Regis TC and Bognor Regis BID
Disc could be used for two hours parking with no return within one hour



2024 Bognor Regis Disc Scheme

£3 disc cost per year

Obtained from local shops

Distributed by the Bognor Regis BID

No contribution from Bognor Regis TC and Bognor Regis BID

Disc can be used once a day

New virtual disc can be used instead of a cardboard disc



Limitations of the 2024 Schemes

Absence of usage data

There are no accurate means of quantifying usage of the cardboard discs, nor therefore the financial contribution made by ADC. This makes it impossible for ADC to make fully informed decisions about the scheme, nor to promote its contribution to supporting footfall in the town centres.

Admin cost

The cost of implementing and distributing the cardboard discs is much higher than for the virtual discs. ADC have incurred costs for cardboard disc production, BID distribution fees & officer time. In contrast, implementation and operation of the virtual parking disc is minimal.

Open to abuse

Enforcement of cardboard discs is still impractical, leaving the schemes open to abuse. Unless detailed photographs are taken of each vehicle displaying the disc, it is impossible to verify if the vehicles have left at the end of the 2-hour parking period or if the time on the disc is being moved forward fraudulently.



How to purchase and use the 2024 parking discs

Cardboard Parking Discs

- The cardboard disc is used in the same way as previous cardboard discs in which the motorist must set the parking disc to the time of arrival in the participating car parks and display the disc clearly in the windscreen of the vehicle
- If more time is required customers can extend their stay by purchasing a pay and display ticket using a pay and display machine or through the Mipermit or RingGo apps.

Cardboard Parking Discs

- A cardboard disc can be purchased from local retailers in the respective towns and in both Arun Civic Centre and Bognor Regis Town Hall

Where to buy your £3 parking disc in Littlehampton

Key

- 1 Civic Centre
Maltravers Road (card only)
- 2 Spokes - The Complete
Cycle Service
Beach Road
- 3 Pier Road Coffee & Art
High Street
- 4 Raire Hairdressing
High Street
- 5 Upper Crust
East Street
- 6 Bah-Humbug
Anchor Springs
- 7 Littlehampton Tyre Services
St Martins Car Park
- 8 Ricara Workwear
and Schoolwear
Arundel Road
- 9 David O Jones Sports
High Street
- 10 L.Guess Jewellers
High Street

www.arun.gov.uk/parking

ARUN DISTRICT COUNCIL

Where to buy your £3 parking disc in Bognor Regis

Key

- 1 63 Queensway Podiatry
Wellbeing Fitness
Queensway
- 2 Walsh Opticians
Crescent Road
- 3 St. Wilfrid's Hospice
Queensway
- 4 JW Sports
High Street
- 5 Reynolds Ltd
High Street
- 6 Silver News
The Arcade
- 7 Sight & Sound
High Street
- 8 James Jewellers
High Street
- 9 Polkadot Stripes
London Road
- 10 The London Road
Coffee Shop
London Road
- 11 Café Central
London Road
- 12 Little Piggies Café
Bedford Street
- 13 Unique Knit & Sew
London Road
- 14 J&D Jewellers
London Road
- 15 Age UK West Sussex
Lyon Street
- 16 London Stores
London Road
- 17 Pallant Orthodontics
London Road
- 18 Heygates Bookshop
Station Road


www.arun.gov.uk/parking

BOGNOR REGIS TOWN CENTRE MANAGEMENT

ARUN DISTRICT COUNCIL

Virtual Parking Discs

- The virtual parking disc is purchased online 24/7 via the Arun District Council website. Customers can use a computer, a mobile phone or telephone Mipermit to purchase the virtual parking disc.



[Login Now](#)

Purchase Digital Permits

You can purchase a variety of digital permits to use at participating locations. These allow you to park without paying each time you visit a location.

Parking Discs - 2 Hour

Click here to purchase a 2 hour virtual parking disc which will enable you to park without paying at the parking location on a daily basis.

Purchase a Virtual 2 Hour Parking Disc

To make your required purchase, please select a location and/or a virtual parking disc type. When chosen, you will be presented with further options to complete your purchase.

Permit Type: •

Virtual Parking Disc - Bognor Regis

Comments and Availability

Purchasing this will allow you to park in the following locations.

Locations that are listed as Car Parks are for parking in off-street car parks. On-street locations are not listed as car parks.

- Fitzleet Car Park, Bognor Regis
- Hothamton Car Park, Bognor Regis
- Lyon Street Car Park, Bognor Regis

Vehicle Registration

Your virtual parking disc requires you to enter at least one vehicle registration number. If permitted by the parking operator, this can be changed via the 'Manage Digital Permits' section after purchase is completed.

Vehicle Registration: •

[Privacy - Terms](#)

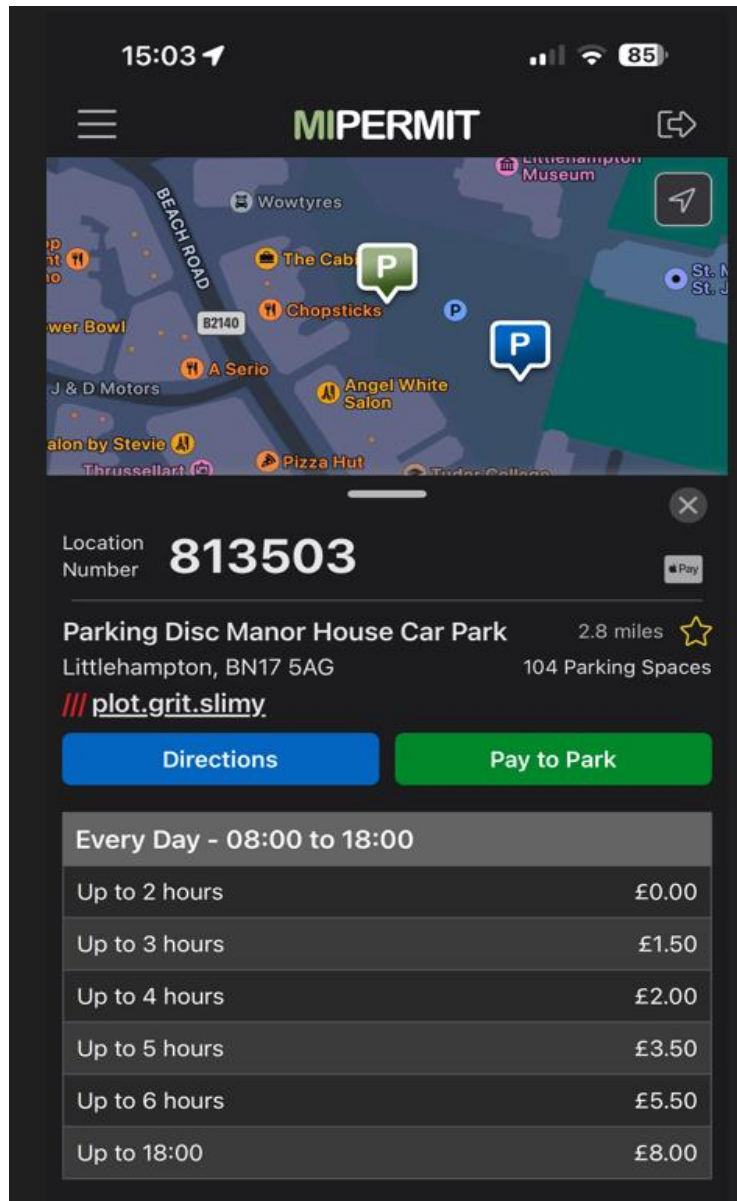
Virtual Parking Disc - 2 Hour

Select a permit to edit details or to renew a permit which is about to expire.

Owner Name	Vehicles	Valid		Price
	T123EST (Active)	01/01/2023 to 31/12/2023	Active	£3.00

Virtual Parking Discs

- Upon arrival at the participating car park customers must activate the virtual parking disc to the time of arrival.
- Activation of the parking disc can be done by using the Mipermit App, Mipermit website or by calling Mipermit.
- If more time is required customers extend their stay by purchasing further time on their MiPermit App.
- The next slide shows how customers activate a virtual parking disc stay via the Mipermit App.



Customers search for the car park code- this is usually shown as the closest on app. Click on 'Pay to Park'

15:03

Cancel **MIPERMIT**

813503

Parking Disc Manor House Car Park

Vehicle Registration

T123EST

When

Immediately

Duration

2 hours (£0.00)

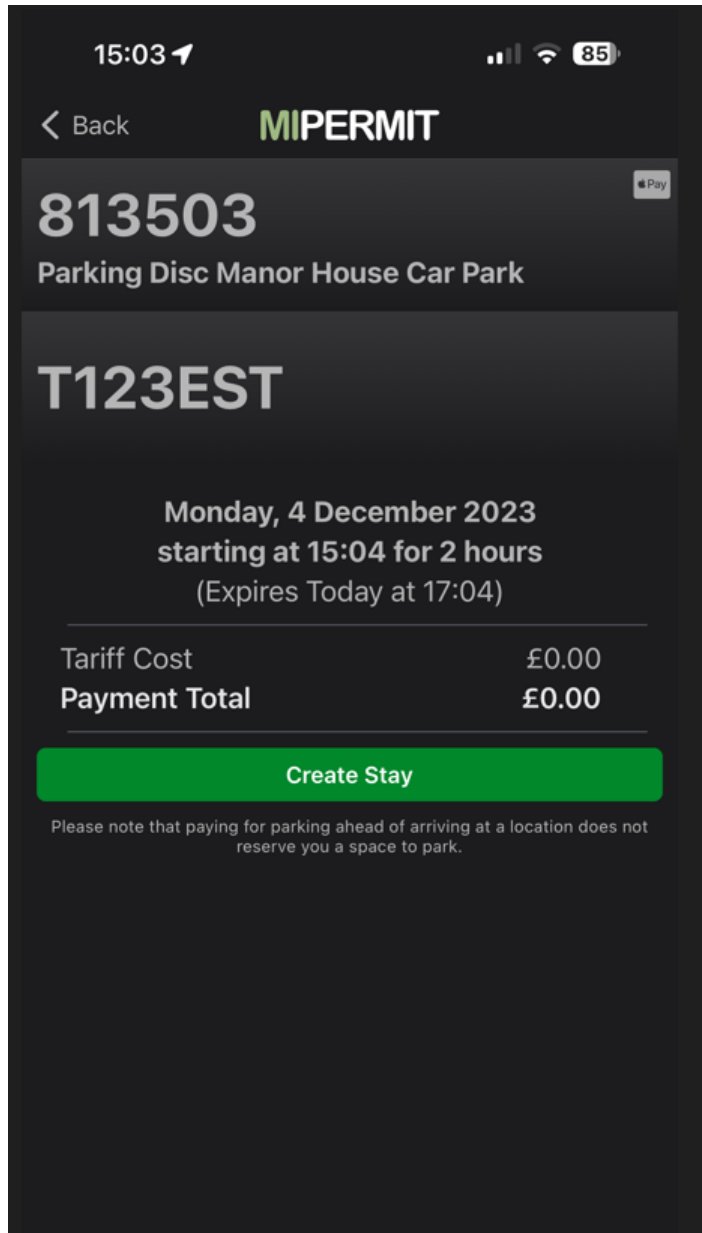
2 hours (£0.00)
Up to 18:00 (£1.50)

Will Expire: 04 December, 17:04

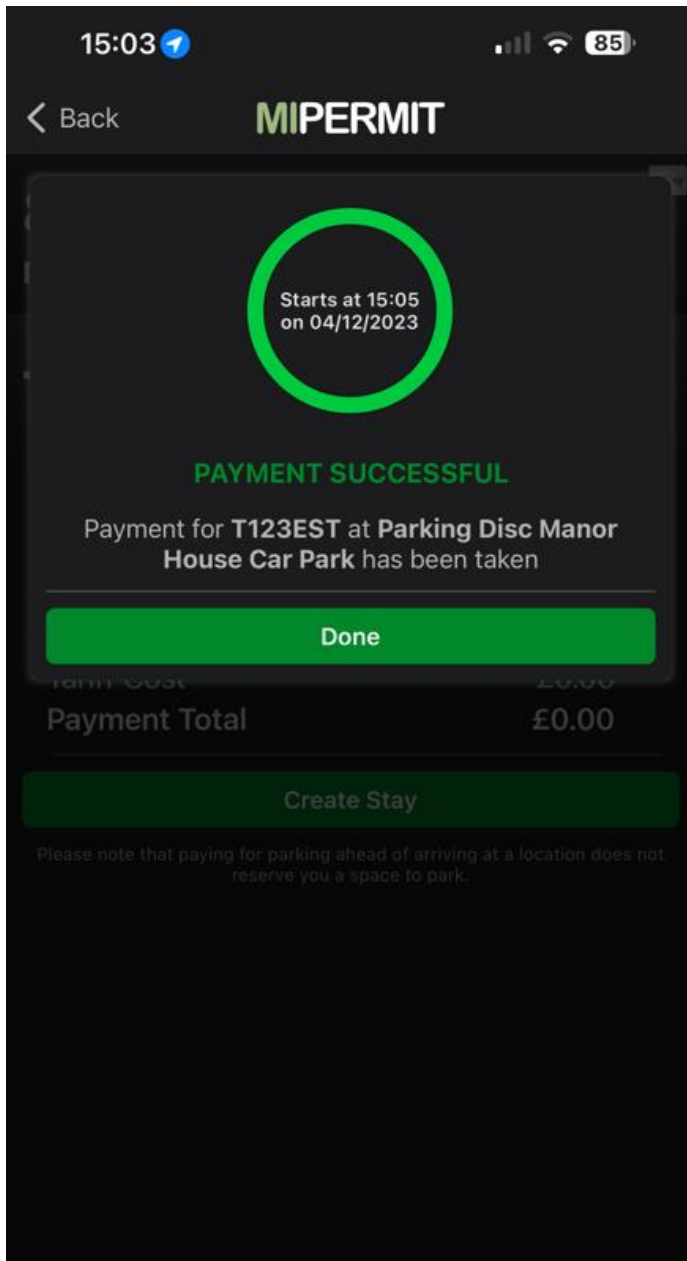
Send SMS Reminder

Yes - £0.10

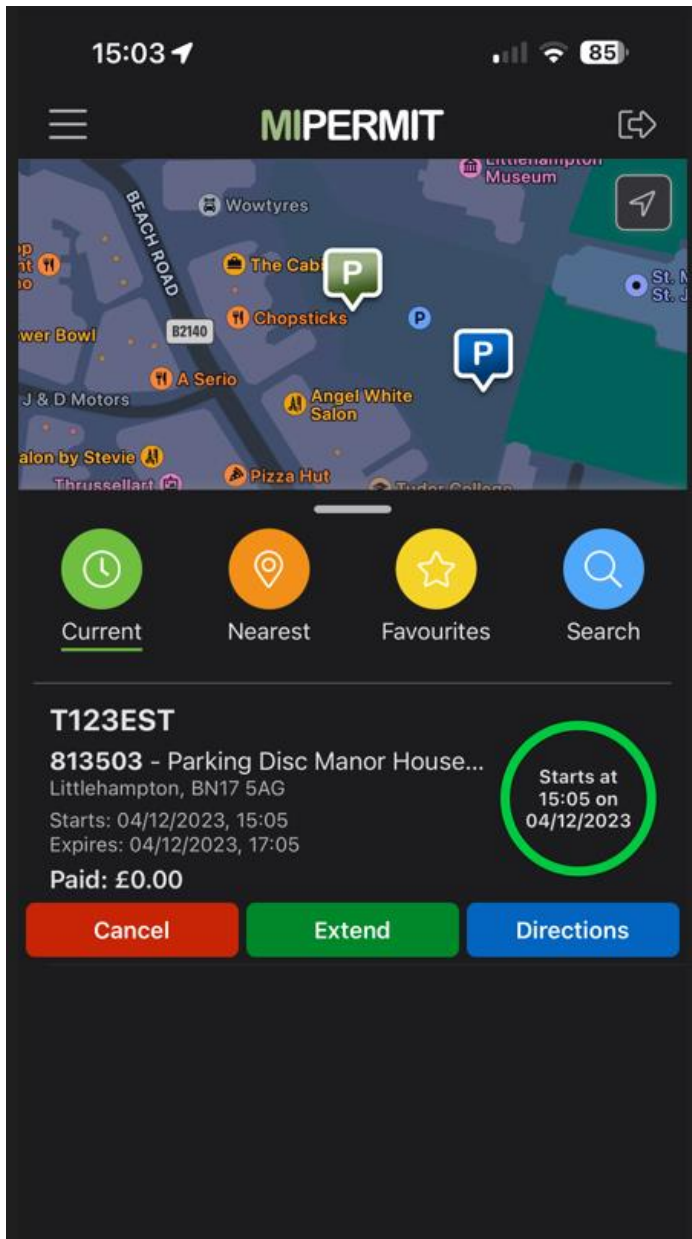
Customers
select the
vehicle
registration,
start time and
how long they
wish to park
for



Customers
select 'Create
Stay'



A confirmation of the parking stay will appear



The stay can
be seen on
the 'Current'
Stays tab

Communications

- The new parking schemes have been advertised via posters in local retailers shop windows, ADC council office windows and leaflets, alongside posters and new advertisement boards in participating car parks.
- There have been and continue to be, social media posts & news posts on our website and social media pages.
- The next two slides show some examples of the posters and social media posts used to help guide customers on the updated parking disc schemes and terms & conditions

Where to buy your £3 parking disc in Littlehampton



Key

- 1 Civic Centre
Maltravers Road (card only)
- 2 Spokes - The Complete
Cycle Service
Beach Road
- 3 Pier Road Coffee & Art
High Street
- 4 Raire Hairdressing
High Street
- 5 Upper Crust
East Street

Recycle your old parking disc with us



Multiple parking discs will not be valid after 31 December 2023. Your old discs into Arun Civic Centre to be recycled. Discs are now available to buy from any of the retailers below. Retailers can be found at www.arun.gov.uk/carparks

2 hours free parking in Littlehampton



A parking disc and mobile app gives you a maximum 2 hours free parking per day in selected car parks and is valid for up to one year.

Car parks operating this scheme

St Martins Car Park
11 Disabled Bays

Anchor Springs Car Park
2 Disabled Bays

House of Commons Car Park
7 Disabled Bays

Where you can purchase the following retailers

- | | |
|--|--|
| Arun District Council
High Street | Raire Hairdressing
High Street |
| Littlehampton Tyre Services
St Martins Car Park | Ricara Workwear and Schoolwear
Arundel Road |
| O Jones Sports
High Street | Spokes - The Complete
Cycle Service
Beach Road |
| Littlehampton Jewellers
High Street | Upper Crust
East Street |
| Littlehampton Tyre Services
St Martins Car Park | Upper Crust
East Street |
| Pier Road Coffee & Art
High Street | |

Scan to download your virtual parking disc and view terms and conditions

Find out more www.arun.gov.uk/parking

DID YOU KNOW? Our parking disc scheme Terms and Conditions have changed



- | | |
|--|--|
| Littlehampton Tyre Services
St Martins Car Park | Ricara Workwear and Schoolwear
Arundel Road |
| Pier Road Coffee & Art
High Street | Spokes - The Complete
Cycle Service
Beach Road |
| Raire Hairdressing
High Street | Upper Crust
East Street |



Our latest news

1 Dec 2023

[Did you know? Parking disc changes coming to Littlehampton and Bognor Regis](#)

We appreciate that this information is a reminder to ensure residents are prepared for the update

Posted on 30 Nov 2023

Bognor Regis parking scheme update

With changes to the parking in Bognor Regis, as new parking discs launch on 1 January 2024, all old Bognor Regis parking discs will no longer be valid

 Arun District Council
1 d · 🌐

With changes to the parking scheme in Bognor Regis, as new parking discs launch on 1 January 2024, all old Bognor Regis parking discs will no longer be valid. Your... See more



 Arun District Council
3 d · 🌐

Littlehampton parking scheme update

With changes to the parking scheme in Littleha... See more

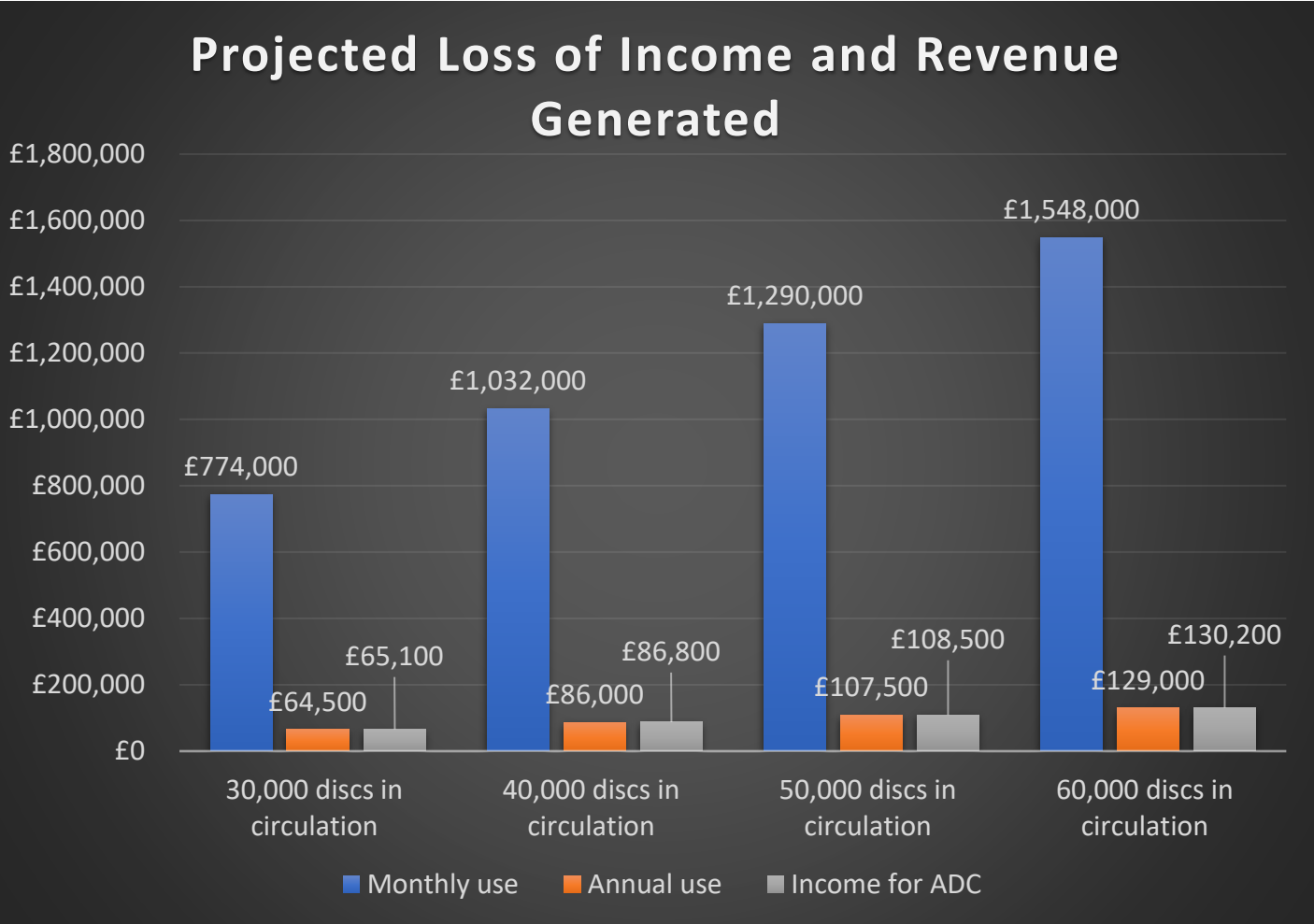


 Arun District Council
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We appreciate that this information is a reminder to some. Still, we want to ensure we reach out to as many residents as possible to prepare them for the changes to... See more



2024 Scheme – Financial Overview

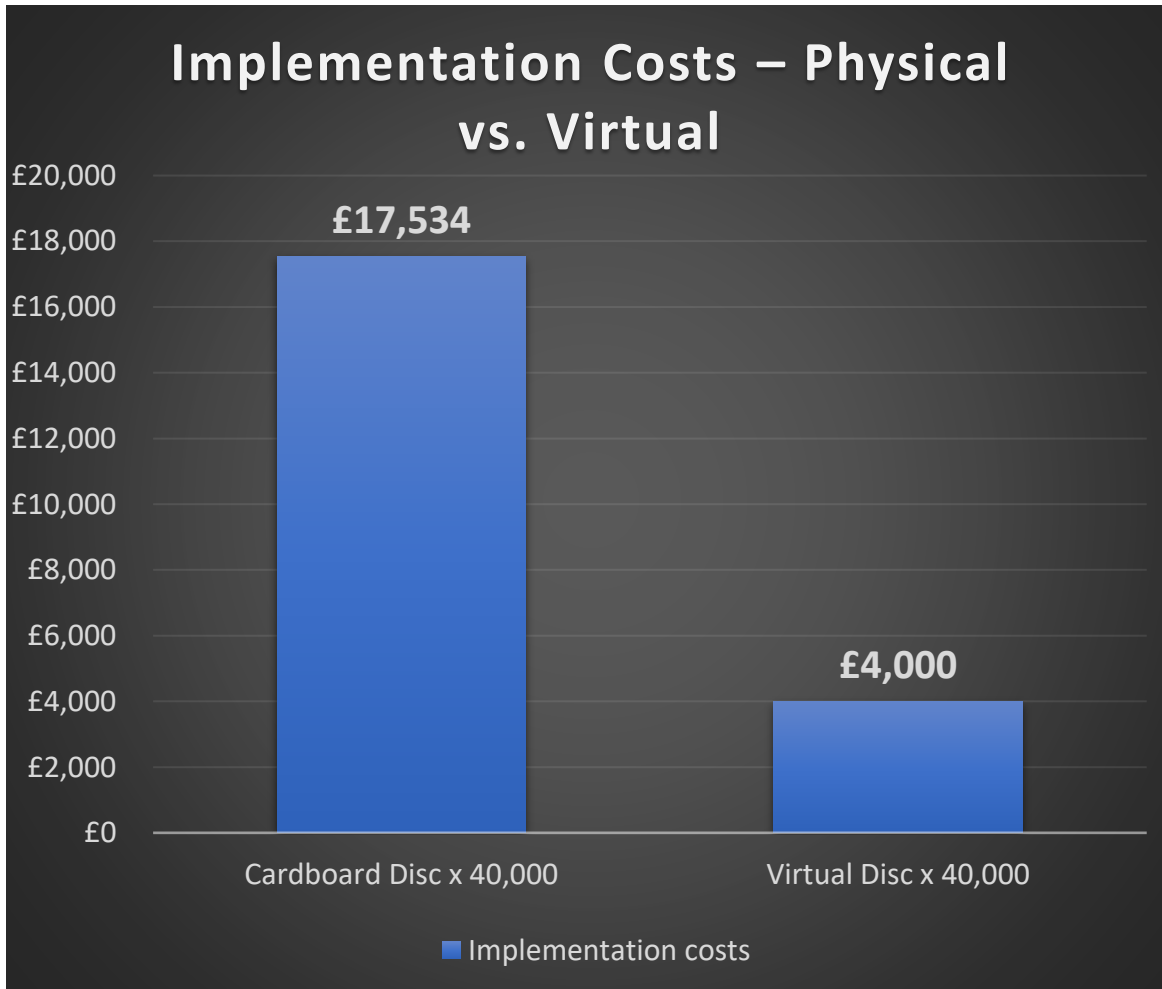


The figures shown in the chart are based on projected sales figures of 30,000, 40,000, 50,000 and 60,000 discs. This comprises a combination of cardboard and virtual discs in circulation for both Littlehampton and Bognor Regis.

The income generated through sales of the parking discs amount to roughly the estimated loss of income for annual usage only.

The income has been calculated using an average of £2.17 in income per disc sold.

2024 Scheme – Financial Overview – cont.



The figures in the adjacent graph are based on sales/production of 40,000 physical and virtual discs.

The cost of implementing a physical disc scheme is significant, compared with the virtual disc where administration is carried out by contractors under a pre-existing contract.

The costs provided for the physical discs include disc printing and BID distribution fees. They are not inclusive of officer time. Administering a physical disc scheme has been officer time intensive due to the level of administration and implementation work required.

Any questions?

