

## **Allocated parking for PKC employees - Frequently Asked Questions**

A part of our ongoing efforts to improve accessibility, fairness and sustainability in our workplace, we are implementing changes to staff parking arrangements effective from 11 September 2025. These changes are designed to better align with current operational needs, support our environment and ensure equitable access for all identified posts requiring vehicle parking to support their role and the business needs.

We understand that changes to parking can raise questions and concerns. This FAQ has been created to provide clear answers to queries that may arise.

### **I currently have an allocated parking space in Kinnoull Street car park, will I still have this space after 11 September 2025?**

Strategic Leads and Service Managers have identified essential posts that require a parking permit. If you have NOT been informed by your Service that there is a business need for you to use your own vehicle for business needs, then the space will no longer be available to you.

### **I am authorised to park in Kinnoull Street car park, will I still be able to park there after 11 September 2025?**

Strategic Leads and Service Managers have identified posts that require a parking permit to undertake their role. If you have NOT been informed by your Service that there is a business need for you to use your own vehicle, then you will no longer be authorised to park there without paying.

### **Will I be charged for not displaying or buying an online parking ticket if I continue to park in Kinnoull Street car park after 11 September 2025?**

If your post has been identified as requiring a parking permit for business needs, you will not require to pay for parking. If your post has not been identified, you will be required to pay for your own parking ticket and/or pay for any penalty notices given.

### **How do I register my vehicle registration number for parking?**

An exercise was undertaken by Strategic Leads/Service Managers prior to 11 September 2025, for employees in posts that have been identified as requiring parking permits, to provide their vehicle registration number for accessing Kinnoull Street car park.

If, you have not been asked to provide these details your post has not been identified as requiring a parking permit for business needs.

### **How will the permit system work?**

The permit system is being developed and will be put in place as soon as possible following 11 September. In the meantime an interim arrangement will support the identified staff accessing parking for business related purposes.

During this period the Parking team will be provided with a list of the registration numbers of vehicles which will be included in the permit system and will undertake checks to ensure that only these vehicles park in the appropriate car park without purchasing a ticket and thereby will not be issued with a Penalty Charge Notice.

Once the voucher system is ready these vehicles will be transitioned over to the new system and clear instructions will be issued to users. At that point they will only be able to park by way of the voucher system, or by paying for their parking.

Staff will only be able to park on Level 8, 9 and 10 and permits will not be valid on other floors of the car park.

**Can I register more than 1 vehicle to use with a parking permit?**

Yes, you can register up to 2 vehicles.

**Who do I notify if I have changed my vehicle?**

You must send an email to [MyView@pkc.gov.uk](mailto:MyView@pkc.gov.uk) and [ParkingServices@pkc.gov.uk](mailto:ParkingServices@pkc.gov.uk) detailing the new vehicle registration number.

**What level in Kinnoull Street car park will vehicles be allocated parking spaces?**

Posts identified as requiring a parking permit in Kinnoull Street Multi-storey car park, will be allocated parking on levels 8, 9 and 10. There are lifts within the car park that will assist you to access these levels.

**I have a disability/medical condition, and have previously received a non-job-role specific parking permit, is this still valid?**

No, only posts that have been identified as requiring parking permits for business needs will be allocated parking by the Council.

**I am a blue badge holder, have spaces been designated for parking?**

In line with the parking arrangements in all Perth and Kinross Council car parks, Blue badge holders will be able to park in all accessible and other parking bays within Kinnoull Street Multi-storey car park without charge. There will be no designated blue badge holder spaces for employees of Perth & Kinross Council.

**I currently have an allocated parking space in another car park, will my parking space be moved to Kinnoull Street Multi-storey car park?**

You will be advised by your Service if your post has been identified as requiring a parking permit, this could be in the car park you currently use or Kinnoull Street Multi-storey car park.

**Can I use the parking spaces at the rear entrance of Pullar House, which run along the side of the building?**

No, these spaces have been allocated for certain vehicles only and should not be used unless authorised to do so.

**Will I be able to use the parking space I have been allocated in Kinnoull Street Multi-Storey car park on my non-working day(s) and over the weekend?**

No, the allocated parking is for business use only, with parking permits being allocated to ensure no charges are incurred during business hours.

**Will I still be able to park using the permit if I change jobs within the Council?**

Parking permits that have been allocated to you in your current post will no longer be available. Your current line manager must send an email to confirm that you are no longer eligible for parking to [MyView@pkc.gov.uk](mailto:MyView@pkc.gov.uk) and [ParkingServices@pkc.gov.uk](mailto:ParkingServices@pkc.gov.uk)

If the post you are moving to has also been identified as eligible for parking as a business requirement then your new line manager must send an email to [MyView@pkc.gov.uk](mailto:MyView@pkc.gov.uk) and [ParkServices@pkc.gov.uk](mailto:ParkServices@pkc.gov.uk) with your name, post, vehicle registration number and confirmation from the Strategic Lead, that approval has been given.

**Will I still be able to use the parking permit if I leave the employment of PKC?**

No, as you will no longer be an employee of PKC, you will not be eligible to use the parking permit and your registration number will be removed from the system.

**Will I be able to use a parking permit to park my own vehicle when using a pool vehicle?**

No, if your post has been identified as requiring a parking permit, you will be expected to use your own vehicle for work purposes and not book and use a pool vehicle.

**Will I be able to claim for parking in other car parks within Perth city centre?**

If your post has been identified as requiring a parking permit, you will be expected to park in the allocated car park using a permit. If you are required to use your vehicle for business purposes and a permit is not available then you can reclaim parking costs incurred through the travel and subsistence policy.

**How can I find out about alternative options for travelling to the office?**

We encourage you to consider sustainable travel options where practical, including public transport, walking and cycling. You can plan public transport journeys on the [Traveline Scotland](#) website. Car sharing is also an option that can save money and help the environment. Use the [Liftshare Scotland](#) website to find people making the same journey as you.

Also until the end of August 2026, staff based at Pullar House, 2 High Street, and Carpenter House can get free personalised travel advice for your journey to the office, through a tool called [CalCommuter](#), thanks to funding secured from the Regional Transport Partnership, Tactran.

To take part click on this link <https://qrco.de/bgFmyt> (which takes you to the external CalCommuter website) and complete a short questionnaire about how you currently

travel to the office. You'll then receive a personal commute plan showing tailored options for your journey, including public transport, walking, cycling and driving, based on your home location, work pattern and available transport options.

Please note Perth and Kinross Council will not collect, store, or access any personal data you provide through the CalCommuter tool.