

December 2020

CAR PARK
EVENT
MANAGEMENT
PLAN

FORMER HARRISONS ELECTRICAL
WAREHOUSE, HUDDERSFIELD ROAD,
DEWSBURY, WF13 2RU.

Job Ref: 2643



acumen
designers & architects

Headrow House, Old Leeds Road, Huddersfield HD1 1SG Tel: 01484 546000

1. This event management plan has been prepared to support a planning application for the Change of Use and alterations to convert a trade counter retail unit to a function room and store, on the site of the former Harrisons Electrical Warehouse.
2. The application has been amended with the capacity of the function room reduced to 200. The car park provides parking for 34 guests. There are no trip generation figures for this type of land use on the national TRICS database, but the applicant and Kirklees Council have both used their own methodology which suggest an additional 12-15 parking spaces may be required for guests on event days.
3. This statement sets out how the applicant will manage the vehicles that can't park within the car park, ensuring that there is no impact to local residents or any impact on highway safety.

Pre-event/function

4. When a client books the venue for a function, the applicant will make the client aware of the parking situation i.e. there is parking for only 34 cars within the car park. The applicant will issue the client with 34 parking permits which allows the client to distribute to the guests he/she chooses to park in the car park. It will be emphasised that thought is required to ensure as many guests as possible share vehicles. i.e. the client will assess the guest list and identify who may be able to share vehicles.
5. The applicant will also issue map of the area, identifying where alternative parking may be found for those who are unable to park in the car park. As the events will be at weekends the map/plan will identify the neighbouring streets of George Street and Central Street as suitable locations for on-street parking, as these are surrounded by employment uses which are not in operation at the weekend and these street will be empty. The plan will identify Pinfold Hill as an area where guests will **not** be allowed to park. The map will also identify the nearby public car parks that guests should use if there is no on street parking available on George Street or Central Street.

Event Day

6. The applicant will ensure a parking warden (employed by the applicant) is on site at least an hour before the event is due to start. The warden will monitor the entrance to the car park, permitting access to the car park for those that can present a pre-issued permit. If arrangements have been made to allow more than 34 people to park in the car park, the warden will identify which cars can be blocked in by other cars, and the warden will be responsible for all movements within the car park.

7. From the car park entrance the warden will be able to monitor Pinfold Hill to ensure no guests park vehicles there. If the warden sees guests parking on Pinfold Hill they will be asked to move.
8. For good measure, the warden will keep a log of all guests who turn up to the venue on foot, i.e who are not parking in the car park. They will be asked for their car registration number and asked where they parked. This will help protect the applicant from potential false accusations made by local residents about highway safety issues. I.e the client will be able to set out how many guests are parking on each road at any time.

Prior to Opening

9. The applicant will drop a leaflet to the residents on Pinfold Hill and other nearby streets, providing a number to ring should they encounter any difficulty with guest creating a problem by parking in on street locations.