Blaby District Council **Guidance**

How to Pay for Parking by Card

Original Publish Date	06/02/2023	**Review Frequency**	Every 3 Years	**Current Version Publish Date**	06/02/2023
Approved By*	Service Manager (Individual)	**Approval Date***	06/02/2023	**Version Number**	001
Author Job Title	Technical Officer	**Service Area**	Environmental Services	**Document Register Reference**	A 1003

*Approved by and 'approval date' are in relation to the most recent version.

Review History			
Version*	Reviewed By (Job Title)	Review Completion Date	Brief Description of Changes (add 'no changes required' if applicable)
001	Technical Officer	19/03/2024	Document review template incorporated

*Version number remains the same if no significant changes are made upon review.

Document Definition / Approval & Review

Blaby District Council guidance **'provides help and advice to the public on how to do something in a recommended way but does not imply that this is mandatory or fixed'.**

Key published documents are approved for publication in line with the approval matrix illustrated in the Key Published Document Procedure.

Unless agreed by exception, key published documents must be reviewed at least **every 3 years** from the date of approval.

Significant updates/changes must also seek reapproval in line with the approval matrix.

Scope

To what and to whom this guidance applies

This guidance outlines how to use contactless and card payment at the Blaby District Council parking machines.

This guidance applies to members of the public who use our parking machines.

Terms & Definitions

Definition of any acronyms, jargon, or terms that might have multiple meanings.

Term	Definition

How to pay for parking by card

1. Enter your registration using the keypad and press the green button to confirm.

2. Choose the card payment option using the yellow button on the far right.

3. Use the yellow button to select how long you want to park for and press the green button to confirm.

4. Place your card against the contactless point to pay, or insert into the reader.

5. Wait for the machine to process your card payment. It will tell you when it has been approved.

6. The machine will print your ticket.

Yellow button to choose parking time.

Contactless card reader

Card reader

Green Button to confirm

Keypad

Blaby District Council
the heart of Leicestershire