

Hokitika Airport Parking Policy

Purpose

Hokitika Airport provides approximately 110 parking spaces to meet the requirements of Airport staff, approved contractors and visitors to comply with relevant legislation and planning requirements.

The purpose of this policy is:

- To outline how the Airport provides and managed car parks on Airport property;
- To clarify the responsibilities of Airport Management in the allocation and use of Airport car parks.

Scope

This policy applies to all staff, contract employees and visitors who utilise car parks onsite at Hokitika Airport.

Definitions

Car Park	A dedicated space provided for parking a vehicle, usually marked out for that purpose. Includes leased parks (which may be allocated on an individual or area basis), casual or short-term parks, visitor parks, service vehicle parks, loading zones, and mobility parks.
Car Parking Area	An area with multiple car parks, which may include one or more different types of parks.

Content

1. General
 - a) Hokitika Airport provides car parks in order to assist the smooth functioning of the Airport, and to help manage the environmental effects of parking onsite and in the surrounding neighbourhood.
 - b) There is no obligation to provide all visitors or any particular individual with a car park with the exception of visitors with mobility-related impairments.
2. Parking Management
 - a) Destination Westland Ltd is responsible for the development, control, management and maintenance of all Airport parking areas.
 - b) Hokitika Airport will charge a parking fee for visitor parking.
 - c) Parking fees will be reviewed on an annual basis. The Chief Executive will set the parking fees.
 - d) The Airport allows a maximum stay of 10 nights. Any requests to exceed this require Management authorisation.

3. Visitor Parking

- a) The Airport has limited parking for its visitors.
- b) Where parks are temporarily lost due to a construction project, alternative parking may be offered in the interim.
- c) The drop off and pick up zone in front of the terminal building is free and limited to 3 minutes. Parking is not permitted in this area as it must remain free of congestion.
- d) Visits of less than 3 hours are free of charge. Parking fees are as follows:

	Per Day	Overnight	Late Fee
Cost	\$5.00	\$10.00	\$20.00

- e) Payment is required prior to flying. Failure to do so will incur an additional fee of \$20.00 to those who pay upon their return.
- f) A check will be conducted each morning to list any vehicles that have not paid. An additional check in the afternoon will indicate which of the listed vehicles were parked for the day and which ones will seemingly remain overnight. The former will be invoiced \$5.00 + a late fee of \$20.00 and the latter will be monitored for the number of nights they are situated at the Airport car park.

4. Staff Parking

- a) Airport car parks are available to Airport staff and contractors.
- b) Airport staff may be defined as employees who are responsible for company vehicles, and/or drive vehicles while carrying out company business.
- c) Destination Westland has adopted a Reverse Parking Policy for all employees.

5. Service Car Parks

- a) The Airport will maintain adequate parking for service vehicles.
- b) Service parks are available for Airport contractors and vehicles on Airport business.
- c) Service parks are to be used for the time required to perform duties such as delivering materials that cannot be easily transported by foot, or where the vehicle is fitted with equipment that is required for the work at hand.

6. Mobility Parking

- a) Mobility parks are provided for the use of staff and visitors with mobility-related impairments and are clearly marked as such.
- b) Hokitika Airport, in consultation with Destination Westland Ltd, will regularly review the number and location of mobility parks.

7. Terms and Conditions

- a) Hokitika Airport takes no responsibility for parking charges incurred during the event of delayed or cancelled flights. In these circumstances, customers may direct these enquiries to their airline or travel insurance provider.

- b) While the Airport endeavours to take all reasonable care to ensure the safety of vehicles parked in the car park through security measures, the Airport does not guarantee and provides no warranty in respect to the security of each vehicle (or its contents) while parked in the parking area.
- c) Camping is not permitted.