

CARPARK+

SAFER PARKING



ASSESSMENT FORMS

- Please answer all sections. This questionnaire aims to find out if certain safety features are already incorporated into your car park
- The information regarding the safety criteria is listed from page 4 onwards. Each heading has section references pertaining to the topic so that clarification can be easily sought from the **CARPARK+** Safety Manual
- Only answer YES if you can support the question with evidence. Evidence is defined so that answers can be easily identified at the site inspection, (e.g. car parks have a grid row layout) or there is documentation supporting an answer (this might apply to management issues)
- If the answer is NO then complete the attached Table A, clearly identifying the reference number of the heading topic with any written statement, and identify any other compensatory features that could be incorporated

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Application for car park safety accreditation

APPLICANT

Name: _____

Position: _____

Office address: _____

Phone: _____ Fax : _____ Email: _____

CAR PARK DETAILS

Name of Car Park: _____

Location: _____

On-site contact name: *(if different to above)*

Phone: _____ Fax : _____ Email: _____

The following are the minimum standards required to gain accreditation:

1. Access Control for Vehicles and Pedestrians

Refer Safety Manual pages 12-14

Entry/exits	Yes/No	Comments
a) Vehicle and pedestrian access and exit points are reduced to a minimum		
b) Separate pedestrian and vehicle traffic and exit points are provided		
c) Manned exit points for high risk car parks		
d) Lockable entrances/exits		
e) Exit routes are clearly indicated for vehicles and pedestrians		
f) All entrance/exits are lockable		
g) Fire exits are self closing and self locking		

Internal circulation – vehicles**Yes/No****Comments**

a) Logical and continuous circulation		
b) One way circulatory movement		
c) Speed reduction facilities		
d) Similar traffic flow on all levels of multi storey car parks		

Pedestrian movement

a) Entrances/exits must have good natural surveillance with correct levels of lighting		
b) Internal/external approach routes to have good lighting, natural surveillance and clear sightlines to destination points		
c) Clear lines of sight from parking areas to pedestrian exit points		
d) Wide enough spaces to give pedestrians the opportunity to take avoidance action		
e) All entrapment spots are blocked or locked		

Multi-storey car parks**Yes/No****Comments**

Multi-storey car parks	Yes/No	Comments
a) Spacious lifts		
b) Surveillance in areas that have lifts, stairwells and landing areas		
c) Lifts, landing areas and stairs easily accessible to parking levels		
d) Wide stairways and open balustrades		
e) Access doors are visibly permeable and allow for surveillance		
f) Stairwells and landings have external openings to enhance surveillance		

2. Surveillance and Sightlines

Refer Safety Manual pages 15-21

Natural surveillance and sightlines	Yes/No	Comments
a) Good level of surveillance of the car park from outside the site		
b) Car park has open sides and with good opportunities for surveillance		
c) Parking area is open and allows good sightlines throughout		
d) Grid row configuration of parking bays		
e) Ceiling heights in car park buildings are above 2.2m		
f) Perimeter fencing around the car park is visually permeable and a dark colour		
g) Landscaping does not impede sightlines or create entrapment spots		
h) Vegetation does not restrict lighting, surveillance, or CCTV camera rendition		
i) Landscaping is trimmed and well maintained and a maintenance plan exists		

Technical surveillance

	Yes/No	Comments
a) CCTV covers all areas of risk as identified by crime evidence		
b) CCTV is monitored		
c) CCTV is linked to a public address system in very large car parks		
d) Signage relaying that CCTV is operating is present		
e) Formal surveillance is provided by manned booths		
f) Formal surveillance patrols are used – details provided as required		

Note: Small or low risk car parks may not require CCTV where good levels of natural surveillance is available or where the car park is manned.

Lighting

	Yes/No	Comments
a) All lighting meets ASA/NZS 1158 standard for external lighting (<i>refer p18 of the manual</i>) and ASA/NZS 1680 standard for internal lighting		
b) White light is used in busy car parks and/or in areas of high risk		
c) Lighting system incorporates anti-vandal properties		
d) Lux levels are maintained and expired lights are replaced within acceptable timeframes – supply documentation outlining lighting maintenance plans.		
e) Lighting columns do not aid access over perimeter fencing or walls.		
f) External edges and access points of the car park are illuminated		
g) Ceilings and vertical structures are white throughout the car park		
h) Pedestrian lighting along major pedestrian routes to and from the car park is provided (<i>refer p20 of manual</i>)		

3. Layout – clear and logical orientation

Refer Safety Manual pages 22-24

Yes/No

Comments

	Yes/No	Comments
a) Adequate provision for mobility parking located in areas of high visibility		
b) Parking configuration in grid rows		
c) Compartmentalisation policy for large car parks		
d) Long stay car parking areas not identifiable unless additional security provided		
e) Entrapment spots or hidden recesses removed		
f) Perimeter clearly defined		
g) Panic points or equivalent system located at regular intervals in large car parks		
h) Payment meters provided with natural surveillance, illuminated and regularly emptied		
i) The concept of ownership is emphasised by the provision of design features – e.g. different ground surface treatments, distinguishing features that make the car park clearly different to the surrounding areas in the immediate location		

Signage and navigation

	Yes/No	Comments
a) All signs are legible clear and relevant		
b) All signs are in strong colours		
c) Signage at the entrance of the site: <ul style="list-style-type: none"> • provides complete information regarding opening hours, fees and clearances • gives directions for vehicles and pedestrians • is easily readable and understandable 		
d) Signage and orientation cues enable users to clearly identify: <ul style="list-style-type: none"> • all entrances/exits, parking levels/areas • Lifts and stairwells • payment meters, contact points 		
e) Signage clearly identifies the car park management and agencies responsible for security and maintenance		

	Yes/No	Comments
f) Signage is clearly visible and readable at night		
g) Customer charter displayed in a prominent position		
h) Management policy displayed in a prominent position		

4. Activity Mix: Eyes on the street

Refer Safety Manual page 25

	Yes/No	Comments
a) Active businesses and activity occurring within or around the car park		
b) Parking facilities for motorbikes and scooters exist		
c) Parking facilities for cyclists exist		
d) Locate next to areas of active uses with good surveillance: <ul style="list-style-type: none">• toilets, parents rooms• public telephones and other facilities		

5. Sense of Ownership/Quality Environments

Refer Safety Manual pages 26-29

Amenity	Yes/No	Comments
a) Light coloured surface finishes including ground surface		
b) The overall appearance of the car park is welcoming and attractive		
a) Landscaping is provided to enhance the visual appearance		
b) The overall appearance of the car park is welcoming		
c) Rubbish bins are provided at regular intervals in areas where there is a lot of human activity		

Materials

a) Low maintenance materials that clean easily		
b) Attractive, durable materials which are low maintenance are used		
c) Vandal and graffiti resistant materials and finishes are used		

Repairs and maintenance**Yes/No****Comments**

b) There is evidence that the parking environment is clean and regularly maintained		
c) Proof of a 24hr response to evidence of vandalism, graffiti, rubbish, and lighting repairs		
d) Operating procedures are in place to monitor cleanliness with an effective policy for the 24hr removal of graffiti and rubbish		
e) Lighting plan in place <i>Refer to the lighting section of the manual p18-21</i>		

6. Management

Refer Safety Manual p28/29

	Yes/No	Comments
a) Evidence of signage providing contact details of management and instructions for car park users if crime and safety issues arise		
b) Appropriate system for recording and reporting crime		
c) Appropriate system for recording and reporting crime		
d) Regular meetings to review car park management systems		
e) Designated member of staff to control relevant documentation		
f) All legal and local authority requirements adhered to (eg OSH, resource consents, building code)		
g) Staff are trained in areas of responsibility		
h) Customer complaints and resulting actions are recorded		

Self assessment questionnaire

TABLE A– To be completed by APPLICANT

Example:

8c Crime recording training is scheduled in November 09 with the police

Reference Number (e.g. 2a, 4d)	If you answered NO to any of the self assessment questions please list the Reference Number and provide a brief commentary below outlining your response and any other compensatory features which you consider relevant

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TABLE B – To be completed by Safety Assessment Team

Assessment team use only:

This section below should be used to record reference notes and additional comments on any matters arising during the survey. If officers decide the standard criteria are not relevant and/or approve alternative compensatory features, a full explanatory reference note (outlining the criteria and why these features are being considered) must be provided.

Any additional recommendations regarding the security of the car park must be noted below.

Additional recommendations will be identified as to whether they arose from police (**P**), Safer Auckland City (**SAC**), or external stakeholders' (**E**) input.

Reference no.	Full explanatory reference note	Origin of Recommendation (P), (SAC), (E)

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