

CAR PARK MANAGEMENT PLAN
INSTALLATION OF TWO ELECTRIC VEHICLE CHARGING UNITS
EVERYMAN CINEMA, FORTIS GREEN ROAD,
MUSWELL HILL, LONDON N10 3HP
MAGNA REF: 26/1024/B, 16 SEPTEMBER 2026

1.0 Introduction

1.1 This Car Park Management Plan has been prepared on behalf of RAW Charging in support of the proposed installation of electric vehicle charging infrastructure at the Everyman Cinema car park, Fortis Green Road, Muswell Hill, London N10 3HP.

1.2 The proposal comprises:

- Two 150kW HYC electric vehicle charging units.
- Four marked electric vehicle charging bays.
- Associated feeder pillar, electrical equipment, cabling, signage and protective measures.
- Retention of the existing access and internal circulation arrangements.

1.3 This plan explains how the car park and proposed charging bays will be operated, monitored and maintained. Its principal objectives are to:

- Ensure that the charging bays remain available for vehicles actively charging.
- Discourage inappropriate or prolonged occupation of the charging bays.
- Maintain safe and convenient movement through the car park.
- Provide clear responsibilities for management, maintenance and enforcement.
- Allow the operation of the charging facility to be reviewed following installation.

2.0 Site and Proposed Layout

2.1 The site is an existing off-street car park serving the Everyman Cinema and surrounding uses. Vehicular access will continue to operate in accordance with the existing arrangements, i.e., via the existing access off Fortis Green Road.

- 2.2 The charging facility will be positioned along the western boundary of the car park, adjacent to the existing brick wall and electricity substation, as shown in Figure 2A.

Figure 2A Site Location and Proposed EV Charging Bays



- 2.3 The proposed arrangement is shown on the following drawings:

- GE0458 - Setting Out, Revision P4
- GE0458 - E08 Power Layout, Revision P2
- GE0458 - E02 Electrical Layout, Revision P2

- 2.4 The setting-out drawing identifies four bays marked “EV Charging Only”, served by two charging units. Each bay is approximately 4.8 metres long and 2.4 metres wide. Hatched areas (between 1.4 metres and 2.0 metres in width) are provided around the charging equipment to maintain separation between the units and parked vehicles.

- 2.5 The charging units will be positioned approximately 700mm from the existing boundary wall. Their siting will allow charging cables to reach the designated bays without obstructing the principal vehicle circulation area.

3.0 Parking Allocation

- 3.1 The four designated charging bays will be reserved for electric vehicles while they are connected to and actively using the charging equipment.

3.2 The bays will not be allocated to individual cinema customers, employees, residents or other specific users. They will operate on a first-come, first-served basis.

3.3 The bays must not be used:

- As general parking for vehicles that are not charging.
- For the storage of vehicles.
- For loading, unloading or deliveries.
- By petrol or diesel-only vehicles.
- By electric vehicles that are not connected to a charger.
- For any activity that obstructs access to the charging equipment or adjoining bays.

3.4 All remaining parking spaces will continue to operate under the prevailing arrangements for the car park.

4.0 Hours of Operation

4.1 The charging facility will be available during the operating hours of the car park.

4.2 Access to the charging bays will be subject to any site-wide restrictions applying to the car park, including opening hours, customer restrictions, maximum-stay requirements or overnight closure arrangements.

4.3 The operation of the charging equipment will not grant users a right to remain within the car park outside its permitted operating hours.

5.0 Use of the Charging Bays

5.1 Drivers will be expected to park wholly within a marked charging bay and follow the instructions displayed on the charging unit.

5.2 The normal charging procedure will be:

- The driver parks within an available EV charging bay.
- The vehicle is connected to the charging unit.
- The charging session is initiated using an approved payment or authentication method.
- The vehicle remains within the bay while charging takes place.
- Once charging has finished, the driver disconnects the cable and removes the vehicle promptly.

- The charging cable is returned to its designated position where applicable.

5.3 Users must not stretch charging cables across vehicle routes, pedestrian routes or adjoining parking bays.

5.4 Payment, authentication and charging instructions will be displayed on the charging equipment or made available through the operator's digital platform.

6.0 Signage and Bay Markings

6.1 Each charging bay will be clearly identified through surface markings as shown in Figure 6A.

Figure 6A Surface Marking



6.2 Supplementary signs will be installed in a visible position adjacent to the charging bays. The signs will explain that:

- The bays are reserved for vehicles actively charging.
- Maximum/full charging time, with fees applicable to overstayed if not adhered to.
- Vehicles must be connected to the charging equipment.
- Drivers must remove their vehicles when charging has finished.
- Users remain subject to the wider car park conditions.
- Misuse may result in enforcement action.
- Faults should be reported using the contact details displayed on the charger.

6.3 The signs and markings will be inspected periodically and renewed when they become damaged, faded or illegible.

7.0 Duration of Stay and User Controls

- 7.1 Use of the electric vehicle charging bays will be limited to a maximum charging period of one hour. Vehicles must be removed from the charging bay when charging is complete or the one-hour maximum period has been reached, whichever occurs first.
- 7.2 The one-hour maximum charging period will be clearly displayed on signs adjacent to the charging bays and communicated through the charging interface and associated application, where applicable.
- 7.3 Charging sessions will be monitored electronically by the charge-point operator. The management system will record the start and end time of each session, its duration, charger utilisation, the energy supplied and the operational status of the charging equipment.
- 7.4 Drivers will be notified through the charging interface or associated application when their vehicle is fully charged or the maximum charging period is approaching, where the charge-point system provides this functionality.
- 7.5 An overstay fee will apply once charging is complete or the one-hour limit is reached, whichever occurs first. The fee will be clearly communicated to users.
- 7.6 Compliance will also be monitored through the wider car park management and enforcement arrangements. Vehicles occupying a charging bay beyond the permitted period may be subject to further enforcement action in accordance with the terms displayed within the car park.

8.0 Prevention of Misuse

- 8.1 The following measures will be used to discourage misuse of the charging bays:
- Prominent “EV Charging Only” surface markings.
 - Signs explaining the conditions of use.
 - Electronic monitoring of charging activity.
 - Clear payment and user instructions.
 - Consideration of overstay charges where operational evidence demonstrates that these are necessary.
 - Periodic inspection by the site operator or its appointed representative.
 - Enforcement in accordance with the wider car park terms and applicable legislation.

8.2 Where a vehicle repeatedly occupies a charging bay without charging, the site operator may issue a warning or take enforcement action through its appointed parking-management provider.

8.3 Any parking enforcement will be undertaken fairly, consistently and in accordance with the displayed car park terms.

9.0 Accessibility

9.1 The charging facility will be operated so that it is as straightforward and accessible as reasonably practicable.

9.2 The designated hatched areas surrounding the charging equipment must remain unobstructed. Drivers must not park across these areas or leave equipment, refuse or other objects within them.

9.3 The operator will periodically review the use of the facility, including any feedback received from disabled users. Where a reasonable operational improvement can be made without compromising safety or the approved layout, the operator will consider implementing it.

9.4 No user may obstruct an existing accessible parking bay or pedestrian route while using the charging equipment.

10.0 Vehicle and Pedestrian Safety

10.1 Drivers will enter, circulate and leave the car park using the established vehicle routes. The introduction of the charging equipment will not change the existing direction of vehicle movement.

10.2 Users will be required to:

- Drive at low speed within the car park.
- Park wholly within the marked bay.
- Avoid obstructing adjacent parking spaces.
- Return charging cables securely after use.
- Keep hatched areas and access to electrical equipment clear.
- Follow all signs and instructions displayed within the car park.

10.3 The chargers and associated electrical equipment will be installed with appropriate foundations and protective measures in accordance with the approved technical drawings and the manufacturer's requirements.

10.4 The site operator will ensure that vegetation, stored items, temporary signs or other obstructions do not restrict visibility or access around the charging facility.

11.0 Deliveries and Servicing

11.1 Routine maintenance and servicing visits will be arranged, where practicable, outside periods of greatest parking demand.

11.2 Service vehicles must not block the principal circulation route or occupy other parking spaces for longer than reasonably necessary.

11.3 Where maintenance requires a charging bay to be taken temporarily out of use, the affected unit or bay will be clearly marked as unavailable. The operator will aim to keep the remaining charging bays operational.

12.0 Maintenance

12.1 RAW Charging, or its appointed charge-point operator, will be responsible for maintaining the charging infrastructure. Maintenance will include:

- Remote monitoring of charger status.
- Inspection and testing of charging equipment.
- Repair or replacement of damaged cables and connectors.
- Maintenance of signs and road markings.
- Removal of litter and other obstructions around the equipment.
- Inspection of protective barriers, foundations and electrical cabinets.
- Keeping the charging bays in a clean and serviceable condition.

12.2 Users will be able to report faults through the contact information displayed on the charging unit.

12.3 Where a safety-critical defect is identified, the affected charger will be isolated or taken out of service until the defect has been rectified.

13.0 Emergency and Incident Procedures

- 13.1 Emergency contact and fault-reporting details will be displayed on or adjacent to each charging unit.
- 13.2 In the event of a collision, damaged cable, exposed electrical component, fire or other safety-related incident:
- The affected charging unit will be taken out of service.
 - The area will be made safe and, where necessary, temporarily cordoned off.
 - The emergency services will be contacted where appropriate.
 - The charge-point operator or maintenance contractor will be notified.
 - The equipment will not be returned to service until it has been inspected and confirmed safe by a competent person.
- 13.3 Access to the existing substation, feeder pillar and other electrical infrastructure must remain unobstructed at all times.

14.0 Management Responsibilities

- 14.1 The principal management responsibilities will be as follows:

Party	Responsibility
Site operator	General oversight of the car park, routine inspections and management of site-wide parking conditions
RAW Charging/charge-point operator	Operation, remote monitoring, maintenance and repair of the charging equipment
Parking-management provider, where appointed	Enforcement of the displayed parking and EV bay conditions
Charging users	Compliance with signs, charging instructions and car park terms
Maintenance contractors	Safe servicing of equipment and prompt removal of work-related obstructions

- 14.2 The site operator will maintain appropriate contact arrangements with RAW Charging and any appointed maintenance or enforcement contractor.

15.0 Monitoring

- 15.1 The operation of the charging bays will be monitored using charging-session data, site inspections and user feedback.
- 15.2 The following matters may be reviewed:
- Frequency and duration of charging sessions.
 - Overall utilisation of the charging bays.

- Incidents involving vehicles parking without charging.
- Vehicles remaining after charging has finished.
- Faults and equipment downtime.
- Obstruction of adjoining bays or circulation areas.
- Complaints or accessibility concerns.
- Any effect on the operation of the wider car park.

15.3 Personal data associated with charging or enforcement activity will be processed in accordance with applicable data-protection requirements.

16.0 Review

16.1 The operator will undertake an initial review approximately six months after the charging facility becomes operational. Further reviews will be carried out periodically or in response to a material operational issue.

16.2 If monitoring identifies a recurring problem, the operator may introduce additional proportionate measures, including:

- Revised signage or markings.
- An overstay fee.
- A maximum charging period.
- Additional site inspections.
- Changes to the enforcement arrangements.

16.3 Any material physical alteration to the approved layout will be subject to the appropriate planning or highway approvals.

17.0 Conclusion

17.1 The proposed management arrangements will ensure that the four charging bays are used primarily by electric vehicles actively charging and that the facility operates safely alongside the wider car park.

17.2 Clear markings, user information, electronic monitoring, maintenance procedures and proportionate enforcement measures will help to prevent misuse and encourage turnover.

17.3 The monitoring and review process will allow RAW Charging and the site operator to respond to operational issues and refine the arrangements where reasonably necessary.