

Village Hall Car Parking Permit Policy

Parking permits for residents can be obtained on application to the council by submitting the form below. Allow 7 working days for your application to be processed. Payment is required by BACS transfer to the following account:

Probus Parish Council
Lloyds Bank
Sort Code **30-98-76**
Account number **00788597**

Please enter the reference Parking Bay Number and your surname e.g “05SMITH” when you make your BACS transfer to allow us to match payment with your online application form.

With effect from the 1st April 2024 following fees apply:

£120 per space per year or £13.5 per month

Once we receive confirmation that payment has been made your permit will be issued. Please note our data protection and conditions of use below in the information section below the form.

Please contact the Clerk if you are unable to make payment by BACS and require an alternative arrangement.

Please note the vehicle registration number is required to process the application. Permits are not transferable unless indicated*

*At the full council **meeting on 22nd of March 2023 minute reference 23/052**, it was agreed that up to **2** vehicles registered at the same address may be added to each pass. If you require more than one vehicle to be added to your permit, you are required to provide the vehicle details. Please email clerk@probusparishcouncil.gov.uk or call **07749 626021**

Please note that the car permit are issued to the cars registered at the permit holders’ residence address.

IS THIS A NEW APPLICATION? YES / NO

(If a new application, then please enclose a copy of your Council Tax Bill or driving licence.)

OR, A CHANGE OF VEHICLE – please tick

What was your parking permit number? _____

If you do not have the number, we will require proof of residency again.

Owner's name: _____

Address: _____

Post code: _____ Telephone No: _____

Email _____

Registration No – Car 1 _____

Registration No – Car 2 _____

I agree to Probus Parish Council retaining a copy of this application for record purpose only.

Signed: Date

Data protection

- The information you provide on this form will be held by Probus Parish Council and used by us to process the allocation of permits for the Village Hall Car Park and for enforcement action.
- Your information will not be used for any other purpose by Probus Parish Council and will not be passed onto any other third party without your permission. The information you provide on this form will be retained for a maximum of one year after the expiry of the permit, after which period it will be destroyed in a secure manner. Electronic data will be maintained in a secure manner.

Data Processing

- The Council is under a duty to protect the public funds it administers and – to this end – it may use the information provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes, see <https://www.gov.uk/government/collections/national-fraud-initiative> .

Conditions of use

- Annual Parking Permits are valid for use in the designated part of Probus Village Hall car park only. The permits are specific to the specific vehicles, the registration number of which is displayed on the permit, and are valid from **1st April** to the **31st of March** the following year. It is the responsibility of the holder to apply for a replacement at the end of the valid period. **Reminders will not be sent to permit holders.**
- Parking is only allowed during the period shown on the permit.
- Permits are not transferable to other vehicles. A replacement permit for a vehicle with a different registration number can be applied for without charge on return of the existing permit
- The permit must be prominently displayed showing the registration number immediately behind the front windscreen of the vehicle to which they apply.
- Permits may not be copied, altered or misused.
- Failure to display a valid permit or meet the terms and conditions of issue and/or use may result in enforcement actions.
- The permit allows parking only at the designated bays of the Village Hall Car Park. Permits will not be issued for any vehicle that does not fit in the marked bays.
- Vehicles to be parked will be defined as cars or light vans. No heavy commercial vehicles over 2.5 tonnes will be permitted. Permits will only be issued for camper vans in exceptional circumstances. A special application must be made to the Clerk of the Parish Council.
- Probus Parish Council accepts no liability in respect of loss or damage to any vehicle or the contents of any vehicle.
- All vehicles must be legal and roadworthy, otherwise permits & tickets will be invalidated, and enforcement actions might be taken.
- Any permit issued will remain the property of the Council and may be cancelled or invalidated at any time (with a refund provided).
- The Parish Council retains the right to withdraw a parking permit from, or refuse to issue a parking permit to, anyone who fails to adhere to these conditions.

Document Control

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