

**THE DISTRICT OF HUNTINGDONSHIRE
(OFF STREET PARKING PLACES) ORDER 2011**

APPLICATION FOR RESIDENTS PARKING PERMIT

VALID IN CAR PARKS LISTED FOR THE TOWN APPLIED FOR:

HUNTINGDON	ST IVES	ST NEOTS
Mill Common	Darwood Pond	Tebbutts Road
Great Northern Street-Long Stay	Globe Place	Priory
St Germain Street Minor	Cattle Market (Harrison Way Section)	Tan Yard
Ingram Street		Riverside (long-stay)

CHARGES FOR A RESIDENTS PARKING PERMIT

Annual £50 (£25 for vehicle with emissions of 120gm/km CO2 or less)

TOWN APPLIED FOR:**Start Date for Permit**.....

APPLICANTS NAME:

ADDRESS:

..... **POSTCODE:**.....

REG. NO OF VEHICLE

PLEASE NOTE THAT IT IS AN OFFENCE TO PARK A VEHICLE WITHOUT A CURRENT EXCISE LICENCE ON DISTRICT COUNCIL CAR PARKS

MANUFACTURER

COLOUR

DOES YOUR PROPERTY HAVE SPACE WITHIN OR ADJACENT TO IT FOR PARKING OF A MOTOR VEHICLE? Y/N

REGULATIONS FOR USE OF RESIDENTS PERMIT

1. The issue of a permit does not guarantee the availability of a car parking space.
2. Only ONE permit per eligible postal address will be issued.
3. When you apply you will be required to produce evidence of residence, (e.g. water bill, utility bill etc.) and bring to the Customer Service Centre your V5 Vehicle Registration document showing the same address or a letter from the owner authorising their use of the vehicle. In the case of permits to be posted to applicants, photocopies of the proofs should be enclosed with your application.
4. Permits will cease to be valid and will need to be renewed on expiry of the vehicle excise license or change of vehicle
5. Where parking bays are provided, then the vehicle must be properly parked in the marked parking bay and not in such a position as to cause an obstruction.
6. Vehicles parked without a valid permit clearly displayed in the windscreen of the vehicle will be subject to the normal parking regulations applicable to the car park.
7. No refund will be given should the permit be rescinded at any time.
8. Any other regulations set out in the above Parking Order

I HAVE READ, UNDERSTOOD AND AGREE TO ABIDE BY THE REGULATIONS FOR THE ISSUE OF A RESIDENT'S PARKING PERMIT.

SIGNED.....**DATE**.....

Application by Post

The completed form, together with a cheque for the appropriate amount, should be made payable to HDC and sent to the following address enclosing the documents detailed at 3 overleaf (Copies of documents are acceptable in this case)

HUNTINGDONSHIRE DISTRICT COUNCIL Customer Service Centre Pathfinder House,
St Mary's Street Huntingdon Cambs PE29 3TN

Applications in Person

Can be made at any of the HDC Customer Service Centre listed below, bringing the documents detailed at 3 overleaf.

Payment can be made in person using cheque, credit or debit card.

Cash payments are not accepted.

Pathfinder House St Marys Street Huntingdon PE29 3PE Monday to Friday	Priory Centre St Neots PE19 2BH Monday to Friday
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Have you enclosed the following:

- Proof of Residency/ Employment Car Registration Document
- Letter from Registered Owner (if applicable)
- Appropriate Payment

Data Protection Act 1998. Privacy Notice – Fair Processing – How we use your information.

Huntingdonshire District Council is registered under the Data Protection Act 1998. This allows it to process personal data in performing its lawful business. Information held by the Council, including personal data you provide now or in the future, will be processed in compliance with data protection principles. Your personal data may be used to manage, monitor, improve, deliver and promote the Council's services. Where delivery of services or actions is in partnership with others, or dependent on the actions of others, it may also be shared with other persons or bodies in accordance with, and restricted to the terms of information sharing agreements and protocols. To protect public funds it may also be shared with other persons or bodies to prevent and detect fraud. Further details are available on the Council's website www.huntingdonshire.gov.uk/privacy If you have concerns about the processing of your personal data by the Council you may contact the Data Protection Officer at Pathfinder House, Huntingdon, Cambridgeshire PE29 3TN or the Office of the Information Commissioner at Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

FOR OFFICE USE ONLY		Initials of staff accepting form	
Application received on		Permit valid to	
Permit Start date		MOP/Receipt No.	
Amount Paid		Vehicle Proof	
Residency/Employment Proof		Permit Number	
New/Renewal/Replacement/ Vehicle Change			