

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

**APPLICATION FOR SEASON PARKING PERMIT**

**VALID IN CAR PARKS LISTED FOR THE TOWN APPLIED FOR:**

<b>HUNTINGDON/GODMANCHESTER</b>	<b>ST IVES</b>	<b>ST NEOTS</b>
Riverside (long-stay)	Darwoods Pond	Tebbutts Road
Great Northern Street-Long Stay	Globe Place	Priory
St Germain Street Minor	Cattle Market (Harrison Way Section)	Tan Yard
Bridge Place Godmanchester		Riverside (long-stay)

**CHARGES FOR A SEASON PARKING PERMIT**

Annual Monday to Saturday - £250 (£125 with emissions of 120gm/km CO2 or less)

Six months Monday to Saturday - £130 (£65 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** .....

**REGULATIONS FOR USE OF SEASON PARKING PERMIT**

1. The issue of a permit does not guarantee the availability of a car parking space.
2. Permits will cease to be valid after the date shown on the permit.
3. 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.
4. The applicant must be a resident or have a place of permanent employment within the town for which the season parking ticket has been applied for. Proof of this will be required when the application is made together with your V5 Vehicle Registration document or a letter from the owner of the vehicle authorising the use of their 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. If at any time, the holder of the Season Ticket wishes to rescind the Permit, a refund will be considered for any whole, unexpired months, minus an administration charge. The Permit should be sent to the address overleaf.
7. Any other regulations as set out in the above parking order.

**I HAVE READ, UNDERSTOOD AND AGREE TO ABIDE BY THE REGULATIONS FOR THE ISSUE OF A SEASON TICKET.**

**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 4 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 4 overleaf.

Payment can also 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](http://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.

<b>FOR OFFICE USE ONLY</b>		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			