

## Data Protection Statement

The purpose for collecting your personal details on this form is to allow the Council to process your application for a parking permit. The Council will store the details securely and confidentially within the Customer Services team. Access to the information will be on a strictly need to know basis and the information will be retained for 7 years before being securely disposed of / deleted from our systems. This authority is under a duty to protect the public funds it administers, and to this end may also use the information you have provided on this form for the prevention and detection of fraud. The information may be shared securely with the Audit Commission as part of a national data matching exercise. For more information on this annual project and how the Audit Commission uses data please visit [www.audit-commission.gov.uk/nfi](http://www.audit-commission.gov.uk/nfi)

## GUIDANCE NOTES FOR USE OF A TEMPORARY BUSINESS PARKING PERMIT - GRAYS

### *Use of Permit:*

- The permit shall be displayed at all times during the restricted hours when the vehicle to which it relates to is parked in an area designated for residents parking.
- Temporary Business permits are not valid in any pay & display only area or pay & display car parks
- Failure to display the relevant permit could result in a Penalty Charge Notice being issued that will remain payable
- The permit shall be displayed in the front nearside corner of the windscreen
- The permit is only valid provided that: -
  - The expiry date has not passed
  - The particulars contained on the application form have not been changed
  - The particulars on the permit are legible, have not been defaced or faded
  - The permit is displayed as required
  - The vehicle displays a valid Road Fund Licence

In the event of any of the above no longer applying, an application for a new permit must be completed. If a permit is lost or stolen the same procedures should be followed.

The manager of any business that is the owner of a vehicle of the following class, that is to say a passenger vehicle, a goods carrying vehicle less than 5.25 metres long and less than 2.25 metres high, or an invalid carriage may apply to the Council for the issue of Temporary Business Parking Permits carrying out temporary works on properties within the Controlled Parking Zone in respect of vehicles owned, managed or used by the said business. **The fee is £36 per vehicle per month or part thereof.**

**I UNDERSTAND THAT THE PERMIT IS ISSUED FOR PARKING IN RESIDENT PARKING SPACES DURING THE RESTRICTED TIME OF 9.00AM TO 6.00PM, MONDAY TO SATURDAY AND IS ISSUED SUBJECT TO THE TERMS AND CONDITIONS SET OUT IN (ON-STREET PARKING AND WAITING RESTRICTIONS) ORDER 2005 ARE AVAILABLE FOR INSPECTION AT THE CIVIC OFFICES, NEW ROAD, GRAYS, ESSEX, RM17 6SL.**

## DOCUMENTATION REQUIRED

You will need to bring the following documents with each application / renewal

- 1) Evidence of business or work order/job sheet for address where work is being carried out

**Note: failure to provide the correct documentation upon application will cause delay, which may result in the issue of a penalty charge notice.**

**Note: no renewal reminders are sent and no refunds given. Renewal of a permit can be completed up to one month in advance of expiry**

### APPLICATION FOR A TEMPORARY BUSINESS PARKING PERMIT – GRAYS

#### **PART 1 Your Details**

<b>Title</b>	
<b>Name</b>	
<b>Company Name</b>	
<b>Address</b>	
<b>Postcode</b>	
<b>Telephone Number</b>	

#### **PART 2 Vehicle Details**

<b>Make</b>	
<b>Model</b>	
<b>Registration Number</b>	

#### **PART 3 How to Pay**

In Person: Cash; Debit Card; Credit Card; Cheque via Cashiers at Civic Office

Via Post: Cheque

Please make cheques payable to "Thurrock Borough Council"

Credit Card payments attract a handling charge of an additional 2%

#### **PART 4 Cost of Permit**

<b>Permit Type &amp; Length</b>	<b>1 Month Permit (or part thereof)</b>
Grays Temporary Business Permit	£36

#### **PART 5 Declaration**

<b>I certify that the above particulars are correct and I hereby apply for a temporary business permit under the above terms and conditions.</b>	
<b>Signed:</b>	
<b>Date:</b>	

**Permits must be clearly displayed in windscreen at all times**

This information will be held and processed confidentially in compliance with the Data Protection Act 1998.

FOR OFFICE USE ONLY		CODE: EH015 4508	
Document		Receipt No & Date	
Permit No		Expiry Date	