

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

GUIDANCE NOTES FOR USE OF A CONTRACT PARKING PERMIT

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 King Street car park.
- Contract Parking Permits are not valid in residential parking bays or pay and display bays
- 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.

Change of Vehicle:

If you change your vehicle you must apply for a new permit, proof of ownership will be required; sight of your existing permit is not sufficient documentation for a replacement permit. **You must return** your existing permit in order that a replacement permit with the new vehicle details and expiry date can be issued.

I UNDERSTAND THAT THE PERMIT IS ISSUED FOR PARKING IN KING STREET CAR PARK DURING THE RESTRICTED TIME OF 8.00AM TO 9.00AM, MONDAY TO FRIDAY 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.

NO INDIVIDUAL SPACES CAN BE ALLOCATED OR GUARANTEED

DOCUMENTATION REQUIRED

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

- 1) Proof of Vehicle Ownership (e.g. vehicle registration document - V5C), valid insurance certificate (not cover note), company letter on headed paper with home address confirming the vehicle is a company car)

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 CONTRACT PARKING PERMIT

PART 1 Your Details

Title	
Name	
Company Name	
Address	
Postcode	
Telephone Number	

PART 2 Vehicle Details

Make	
Model	
Registration Number	

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

Permit Type & Length	3 Month Permit	6 Month Permit	12 Month Permit
Contract Parking Permit	£85.00	£156.00	£300.00

PART 5 Declaration

I certify that the above particulars are correct and I hereby apply for a parking permit under the above terms and conditions.

Signed:

Date:

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	