

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 AN NHS PARKING PERMIT

Conditions for Use of Permit:

- An NHS Parking Permit is solely for use in residential parking bays during the course of essential duties, and within working hours.
- Any stay that is more than 3 hours will be deemed to be an abuse of privilege and a Penalty Charge Notice will be issued. For an appeal to be considered, proof of duties conducted will be required.
- An NHS Parking Permit is not transferable. It is invalid if displayed in any vehicle other than the one it is registered to.
- An NHS permit is issued free of charge, and is valid for 3 years from the date of issue.
- A reminder will not be issued when a permit is due to expire.
- It is the permit holder's responsibility to renew the permit, and may do so up to one month before the date of expiry.
- Failure to display an NHS Parking Permit as it is intended may result in the issue of a Penalty Charge Notice.
- If a Penalty Charge Notice is issued evidence of the duties being undertaken will be asked for.
- 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.
- NHS 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.

Change of Vehicle:

If you change your vehicle you must apply for a new permit, proof of the vehicle registration is 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.

DOCUMENTATION REQUIRED

You will need to provide the following information with each application and renewal

- 1) Confirmation of current employment (See part 5)
- 2) Vehicle registration document (Please supply a verified copy)

I UNDERSTAND THAT AN NHS PERMIT IS ISSUED FOR PARKING IN RESIDENT PARKING SPACES DURING THE COURSE OF ESSENTIAL DUTIES ONLY. AND IS ISSUED SUBJECT TO THE TERMS AND CONDITIONS SET OUT IN (ON-STREET PARKING AND WAITING RESTRICTIONS) ORDER 2005 AVAILABLE FOR INSPECTION AT THE CIVIC OFFICES, NEW ROAD, GRAYS, ESSEX, RM17 6SL.

APPLICATION FOR AN NHS PARKING PERMIT

PART 1 YOUR DETAILS

Title	
Name	
Organisation	
Line Manager	
Email Address	
Telephone Number	

PART 2 YOUR MANAGERS DETAILS

Title	
Name	
Job Title	
Email Address	
Telephone Number	

PART 3 VEHICLE DETAILS

Make	
Model	
Colour	
Registration Number	

PART 4 DRIVER DECLARATION

I certify that the above particulars are correct and I hereby apply for an NHS Parking Permit under the above terms and conditions.	
Signed:	
Date:	

PART 5 MANAGER DECLARATION

I certify that the above member of staff is currently employed by the organisation detailed in Part 1 and has necessary cause to require an NHS Parking Permit during the course of their duties.	
Signed:	
Date:	

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