



## OFF-STREET PARKING PERMIT APPLICATION

### Terms and Conditions

The Biggleswade Off-Street Parking Permit is valid for use within the marked bays in the following car parks and will cover the time periods of 8:00 am to 6:00 pm Monday to Saturday.

- **Rose Lane Car Park** – Resident and Worker Permits
- **St Andrews Street Car Park** – Resident Permits
- **Dan Albone Car Park** – Worker Permits

1. The permit is valid for a 12-month, 6-month, 3-month or 1-month period, from the first day of the month in which the application is made, except in the case of renewals.
2. A completed application form and fee to be presented at the time of application.
3. Biggleswade Town Council reserves the right to limit the number of permits issued and to prioritise allocations according to demand and location.
4. No residents permits will be issued in respect of any property first occupied on or after 1st August 2018.
5. Permits are only available for motor vehicles and light vans not exceeding 5.55m long, 2.1m high or 2.1m wide, excluding wing mirrors.
6. Permits are only valid on the vehicle specified.
7. When the permit is in use, it must be clearly displayed.
8. The permit can only be replaced in the case of loss, destruction, or through a change of vehicle for which there is an administrative charge of £5.
9. Any contravention of the conditions of the Parking Order, (which is available for inspection during working hours at the Town Council's offices, The Old Court House, 4 Saffron Court, Biggleswade SG18 8DL) will render the permit invalid and the permit will be withdrawn.
10. The purchase of a permit does not guarantee the availability of a parking space.
11. The vehicle registration number will appear on the permit, the permit must be safely secured to the windscreen of vehicle, the permit is only valid for use in one vehicle.
12. Any Penalty Charge Notices incurred for non-display cannot be cancelled.
13. Refunds will be given on surrender of a permit at a rate of one twelfth of the annual cost for each complete calendar month remaining.
14. **Worker Parking Permit Fees** from 1 August 2018 are as follows:  
12 months: £225      6 months: £120      3 months: £75      1 month: £40
15. **Resident Parking Permit Fees** from 1 August 2018 are as follows:  
12 months: £120      6 months: £60      3 months: £30      1 month: £10

**General Data Protection Regulations:** When you sign and return your Off-Street Parking Permit Application Form, the information you provide (personal information such as name, address, email address, phone number, vehicle details) will be processed and stored so that it is possible to contact you and respond to your correspondence, provide information, send receipts relating to your parking permit. Your personal information will be not shared or provided to any other third party with the exception of vehicle details and an allocated parking permit number, which will be shared with law enforcement agencies for the monitoring and management of off-street parking.

**Biggleswade Town Council's Right to Process Information:** GDPR Article 6 (1) (a) (b) and (c) (Data Protection Act 2018). Processing is necessary for compliance with a legal obligation.



## OFF-STREET PARKING PERMIT APPLICATION

### RESIDENT PERMIT APPLICATION ONLY

(Please tick one option)

Rose Lane Car Park

St Andrew's Street Car Park

(Please tick one option)

1 Month £10

3 Months £30

6 Months £60

12 Months £120

### WORKER PERMIT APPLICATION ONLY

(Please tick one option)

Rose Lane Car Park

Dan Albone Car Park

(Please tick one option)

1 Month £40

3 Months £75

6 Months £120

12 Months £225

### ALL APPLICATIONS

Vehicle Registration:

Make/Model:

(Please tick one option)

New Applicant

Renewal

Lost/Replacement +£5

Change of Vehicle +£5

Full Name:

Address:

Post Code:

Telephone No.:

Email Address:

**Please provide photocopies of the following documents:** (to be destroyed once verified).

- **Resident Permit:** Proof of residency, e.g. Council Tax Bill/Tenancy Agreement.
- **Worker Permit:** Proof of employment, e.g. letter from Employer.
- **All Applications:** Copy of Vehicle Logbook (V5C).

The Information contained in this application will only be used for the purposes of administering and monitoring the Residents and Workers Permit Scheme and will not be disclosed to a third party except law enforcement agencies.

**I certify that the above information is correct. I agree to abide by the Conditions of Use as specified in the current Parking Order. I give consent for my personal information to be held by Biggleswade Town Council and shared with law enforcement agencies for the management of Off-Street Parking.**

**Signature:**

**Date:**

### FOR OFFICIAL USE ONLY

Proof of Residence:

Proof of Business:

Vehicle Logbook (V5C):

Amount Paid:

Permit No. Issued:

Valid From:

Date Sent:

Receipt number:

Valid Until: