



## APPLICATION FOR A SEASON PARKING PERMIT<sup>1</sup>

Please complete this form and email it to: [seasonpermits@stalbans.gov.uk](mailto:seasonpermits@stalbans.gov.uk)

### 1. Applicant details

Title \_\_\_\_\_ Surname \_\_\_\_\_ Forenames \_\_\_\_\_

Full address \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Email address \_\_\_\_\_

Telephone number \_\_\_\_\_

If the application is made by a business on behalf of an employee/employees, please state the name and full postal address of the business below. In such cases, an invoice will be issued to the business to cover the cost of the Season Permit(s).

Company Name \_\_\_\_\_

Full address \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Email address \_\_\_\_\_ (will be used for invoicing)

Telephone number \_\_\_\_\_

### 2. Registration Number of the vehicle your permit will cover

Each permit may show up to two registrations, this means that you can park only one vehicle at a time displaying this permit.

VEHICLE REGISTRATION \_\_\_\_\_ / \_\_\_\_\_

If you wish to apply for more than one permit, please append additional information (companies only).

### 3. What type of permit are you applying for? Please tick one option from a, b or c:

#### a. Permit for individual site:

##### St Albans surface Car Parks:

- Adelaide Street       London Road  
 Bricket Road North       Townsend Avenue  
 Gombards       Verulamium  
 Keyfield Terrace

##### Harpenden surface Car Parks:

- Amenbury Lane  
 Bowers Way East  
 Bowers Way West

#### b. Permit for multi-site. The permit will be valid for all the above car parks

#### c. Permit for Multi-Storey car park:

- Russell Avenue / Drovers Way       Premier Car Park

<sup>1</sup> Please provide all the requested details. We reserve the right to refuse any application if all the applicable fields are not completed. We may use your information to keep you updated about the permit. We will not use your information for any purposes not related to the permit application process.

#### 4. Season permit charges (prices include VAT)

	Individual Site	Multi-Site	Multi-Storey	Premier Car Park
Annual	£790	£900	£920	£1500
Quarterly	£220	£247	£260	n/a
Monthly	£80	£90	£100	n/a

#### 5. Duration

Please select for how long you want the permit to be issued (tick one):

- 1 month (monthly permit, payable up front).
- 3 months (quarterly permit, payable up front)
- 12 months (yearly permit, payable up front or monthly/quarterly by direct debit).

It is the responsibility of the permit holder to renew their permit prior to its expiry. To renew you permit please email [seasonpermits@stalbans.gov.uk](mailto:seasonpermits@stalbans.gov.uk) with your request at least 14 days before it expires. If any of the details on the existing permit changed i.e. car registration you must complete new form and email it to the team.

#### 6. Method of payment (please tick one)

- I want to pay up front and in full (for monthly, quarterly & yearly permits)
- I want to pay monthly by Direct Debit (yearly permits only)
- I want to pay quarterly by Direct Debit (yearly permits only)

Charges for monthly and quarterly permits must be paid up-front and in full via the methods listed on the invoice. All payments must be made by the date stated on the invoice. If payment is not received, the Council reserves the right to cancel the permit and recover the outstanding debt.

If you would like a direct debit to be set up and you've ticked the relevant box above, a Direct Debit Mandate will be issued with an invoice.

#### Privacy Notice

This privacy notice explains how St Albans City & District Council (the Data Controller) will use any personal information we collect about you when you apply for a parking permit or use parking related services.

We will use your information for the purposes we have set out; keep it securely; destroy it when we no longer need it; tell you the rights applicable to this personal information and how to exercise them; tell you who to complain to. All this information is set out in full on the privacy notice with this form.

***I confirm that I have read, understood and accepted all terms, conditions and guidance notes and that all the details I have provided on my application are correct.***

Applicant's signature .....

Date .....

## SEASON PERMITS: TERMS AND CONDITIONS – GUIDANCE NOTES

### 1. TYPE OF PERMITS

- Individual site – surface car parks
- Multi-site – can be used in all St Albans and Harpenden surface car parks
- Multi-story – Drovers Way Car Park or Russell Avenue Car park – these are barrier-controlled car parks in St Albans City Centre.

### 2. APPLICATION PROCEDURE

Please complete, sign and send this form to [seasonpermits@stalbans.gov.uk](mailto:seasonpermits@stalbans.gov.uk). We aim to process the applications within 10 working days from the date the application was received. Once the application is processed, we will inform you via email when and where you can collect your permits from.

The collection point is situated on the ground floor of Drovers Way Car Park (Customer Services), Drovers Way, St Albans, AL3 5EB. The collection point is open Mon-Sat between 8am and 6pm.

### 3. PARKING SPACES

A valid permit allows the holder to park within the car park specified on the permit. Before applying for a permit please ensure that you can make full use of it and space is available as the Council cannot guarantee the permit holder a parking space in the chosen car park.

A Season Permit does not entitle the holder to park on access roads, verges, landscaped areas or any restricted areas within the car parks other than authorised parking bays. It is the responsibility of a season permit holder to read and comply with the Terms & Conditions of the car park they are using.

### 4. USAGE

The permit for the surface car parks must be clearly displayed with all the relevant information showing – A Penalty Charge Notice may be served if a permit is not clearly displayed. The permits may only be used to park a vehicle not exceeding 5.25m in length and 2.28m in height during the hours of operation and the vehicle must be fully contained within a bay.

Please note that each permit may show up to two registration numbers (only one permit will be issued so that only one car can be parked at a time). If you wish for multiple vehicles to be parked in a car park at the same time, you must apply for separate permits for each vehicle to be covered.

The permit must not be altered in any way and is valid only for the vehicle shown on the permit. If you change your vehicle, or it is temporarily unavailable (e.g. if you have a courtesy car while your usual vehicle is repaired), please contact the Season Ticket Team at [seasonpermits@stalbans.gov.uk](mailto:seasonpermits@stalbans.gov.uk) to update details. We offer one free replacement; subsequent replacements will incur an administration fee of £10.40.

Permits are the property of the Council and can be withdrawn without notice in instances where a permit holder does not park considerately.

### 5. SURRENDER OF PERMIT

You must return the permit to the Council if the permit is no longer required or if you change or stop using the car shown on it. You cannot continue using the permit if the details by which it was obtained are no longer valid.

If the permit, which was paid up front and in full, is surrendered before it is expired, a refund will be calculated for the remaining full months.

Any request for a refund must be done in writing and sent to St Albans City and District Council – Parking Services, Drovers Way Car Park, Drovers Way, St Albans, AL3 5EB. Currently there is no admin fee for processing refund request; however, this is a subject to future changes.

### 6. LOSS AND THEFT

If your permit becomes damaged or is lost, please contact the Season Ticket team. No refund can be given for the loss of a permit and replacement permits can only be obtained at a charge of £10.40. No additional registration numbers may be added to the replacement. If your vehicle is stolen, a refund (for permits paid up front and in full only) shall be paid as if the permit has been surrendered but you will need to supply a Police incident report number.

**This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided for the prevention and detection of fraud. It might also share the information with other bodies responsible for auditing administering public funds for these purposes. For further information see the Data Protection Page on [www.stalbans.gov.uk](http://www.stalbans.gov.uk) If you require a larger font version of these terms & Conditions please ask and one will be provided for you.**

## PRIVACY NOTICE FOR SEASON PERMITS

This privacy notice explains how St Albans City & District Council (the Data Controller) will use any personal information we collect about you when you use our services, in particular when you apply for a season permit.

### What information do we collect about you?

The information that the Council will collect varies depending on how you use the Council's Services. We are using the information provided in this case because we have a legal obligation (Art. 6(1)(c)). This means we collect your personal information from you so that we can carry out a function we are required by law to carry out. In this case we are collecting personal information so that we can process your application for a season permit.

If you're providing us with special category personal information (such as details about your health) we will be processing this under Art. 9(2).

### How will we use the information about you?

We use the information to process your season permit application.

We will not share the personal information we hold with any external organisations except for partner organisations. We may be required to share your personal information with the Police, Internal Audit or similar agency, or another Council for the purposes of preventing and detecting fraud.

We will ensure that all personal information is kept securely.

### How long will we keep this information?

We will destroy this personal information 7 years from the date you provide it or sooner if you submit another application in that period. This means we will securely destroy the information once we no longer need it.

### Individuals' Rights

You have a right to request a copy of the personal information that we hold about you. If you would like a copy of some or all of your information, please contact [foi@stalbans.gov.uk](mailto:foi@stalbans.gov.uk) and ask for a subject access request.

If you consider we hold inaccurate personal information about you, you can contact us to ask for this information to be corrected. We will consider your

request and respond within one month. Please contact [GDPR@stalbans.gov.uk](mailto:GDPR@stalbans.gov.uk).

You can find out more about your rights on our website: <https://www.stalbans.gov.uk/council-and-democracy/departmentsPoliciesPlans/data-protection/>.

### Cookies

Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. This information is used to make your use of the internet better. For further information on how we use these and how you can control it, please visit <http://www.stalbans.gov.uk/about-this-site/legal-notice/cookies.aspx>.

### Changes to our Data Protection Policy

We have a Data Protection Policy in place and this can be found here:

[https://www.stalbans.gov.uk/Images/GDPR%20Personal%20Data%20Policy%20Version%201%20-%202.3.18\\_tcm15-63804.pdf](https://www.stalbans.gov.uk/Images/GDPR%20Personal%20Data%20Policy%20Version%201%20-%202.3.18_tcm15-63804.pdf). We review this policy annually.

### Data Protection Officer

Our Data Protection Officer for the purposes of Articles 37 to 39 of the General Data Protection Regulation is Charles Turner, Solicitor to the Council. He can be contacted by emailing [GDPR@stalbans.gov.uk](mailto:GDPR@stalbans.gov.uk) or calling 01727 819209 for our Complaints Team.

### How to contact us

Please contact us if you have any questions about our Data Protection Policy, or concerns about how we handle your information: by emailing [foi@stalbans.gov.uk](mailto:foi@stalbans.gov.uk) or write to us at: FOI Team, St Albans City & District Council, St Peter's Street, St Albans, AL1 3JE.

### Complaints

You have a right to complain to the Information Commissioner if you are unhappy with how we process your personal information. You can do so through their website: <https://ico.org.uk/concerns/> or by emailing: [casework@ico.org.uk](mailto:casework@ico.org.uk) or calling their helpline on 0303 123 1113.