

## RESIDENT'S PARKING PERMIT APPLICATION FORM

 NEW APPLICATION 

 RENEWAL APPLICATION 

### APPLICANT DETAILS

**Applicant details**

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

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

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

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

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

### VEHICLE DETAILS

Up to three Residents Parking Permits (dependent on the zone and circumstances) can be issued to each household within the zones except those with off street parking space (whether used or not) where the limit is two. Each permit may show up to two registrations, this means that you can park only one car on street during controlled hours, as you must display your permit in the car. Please be advised that if you would like a permit with two registrations, the permit charge will be the cost of the vehicle with the highest emissions. Permit charges can be found on the Council website [www.stalbans.gov.uk/parking](http://www.stalbans.gov.uk/parking).

VEHICLE 1	VEHICLE 2
<b>Registration:</b>	<b>Registration:</b>
<b>Make and Model:</b>	<b>Make and Model:</b>

### WHO MAY APPLY

Permits are only issued to a resident of an eligible property in a residents parking area. If a resident owns multiple properties located within different zones, permits will only be issued to the resident's main property.

### REQUESTED DOCUMENTS

1. If you are a resident within a residents parking area you will need to provide the following documents, for the property and car for which the permit is required, with your application:
  - a) A Council Tax demand not more than 12 months old
    - i. If you are not the liable party, or you do not show on the Council Tax records as an occupier, please provide a copy *or* clear photograph of your Driving Licence showing the address in which the permit is for
  - b) Vehicle Registration Document (if you are applying for a permit with two registrations you will need to provide the required documents for each car):
    - i. If you own your car – DVLA V5 car registration certificate, showing that the car is registered to the address for which the permit is required.
    - ii. If you have a hire/lease car – a copy of the hire/lease agreement showing the address for which the permit is required.
    - iii. If you have a company car – a letter signed by your employer's company secretary or someone of equivalent authority, confirming the car's registration and that you are a sole user of the vehicle. If you own the company, a letter from your accountant on the accountants headed paper is required. Also, you need to provide the vehicle's DVLA V5 car registration certificate

2. If you have just moved into a property within the last month, we will accept other documents with your application. If you submit the evidence below, you will be able to apply for a temporary permit and on the renewal of this permit, you will be required to provide documents as listed in Paragraph 1.

a) If you have purchased your property you need to provide a letter of completion from your Solicitors, properly documented, (we do not accept Exchange of Contracts letters).

Or

b) If you are renting a property you need to provide an acceptable Tenancy Agreement dated and signed by both parties – landlord and renter.

And

c) Car registration documents (V5 registration certificate). Your vehicle registration documents will need to be changed by the next renewal of your permit or in case of any further replacements.

### **HOW TO MAKE A PAYMENT AND THE APPLICATION PROCESS**

#### **Payment:**

If you are applying for your parking permit by post, you must attach a cheque payment for the relevant amount and made payable to St Albans City and District Council. Current charges and more information about parking permits is available on the Council's website [www.stalbans.gov.uk/parking](http://www.stalbans.gov.uk/parking)

#### **Process:**

Your application, together with the payment should be send to: SADC Parking Services, Drovers Way Multi-Story Car Park, Drovers Way, St Albans, Herts. AL3 5EB.

It can take up to 5 working days for your permit to be processed and sent through the post (first class). Permits are posted to the address where the permit is valid. However, if you prefer to collect your permit please email your collection request to [parkingpermits@stalbans.gov.uk](mailto:parkingpermits@stalbans.gov.uk). Collection is usually available after 2 days of your application, permits can be collected from the customer service window inside of the Drovers Way Car Park (next to Shop Mobility). The collection window is open during normal office hours only.

#### **Contact details and opening hours:**

Mon – Thurs 8:45am – 5:15pm

Fri – 8:45am – 4:45pm

Telephone: 01727 751 824

Email: [parkingpermits@stalbans.gov.uk](mailto:parkingpermits@stalbans.gov.uk)

*I agree to the Council accessing information about the applicant(s) on this form for the purpose of establishing that I meet the criteria for the issue of a permit and any other parking related service if applicable. If you do not agree we may not be able to approve your application without further supporting evidence to satisfy your application*

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

**Applicant's Signature .....** **Date.....**

## Privacy Notice for parking 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 parking 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 parking 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 parking permit application. We may share the information with the Council Tax department so that we can check your residency if you have agreed to us doing this.

We will not share the personal information we hold with any external organisations except for where it is necessary to do so to process your application. 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: <http://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-notices/cookies.aspx>

### Changes to our Data Protection Policy

We have a Data Protection Policy in place and this can be found here: [http://www.stalbans.gov.uk/Images/GDPR%20Personal%20Data%20Policy%20Version%201%20-%203.18\\_tcm15-63804.pdf](http://www.stalbans.gov.uk/Images/GDPR%20Personal%20Data%20Policy%20Version%201%20-%203.18_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.