

## Works Permit / Parking Bay Suspension Application Form

### 1. Applicant Particulars

Title (Mr., Mrs. etc)  Surname

Forenames

Home address

Postcode

Home phone  Business phone

### 2. Vehicle Particulars

Registration No.	Make	Model	Colour	Name and address of registered keeper (work permit)/Removal Company (bay suspension)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

### 3. Particulars of need for Suspension

		Please give details in the relevant box below	Number of bays required (for bay suspension only)
a)	Building works	<input type="text"/>	<input type="text"/>
b)	House removal	<input type="text"/>	<input type="text"/>
c)	Other. Please give details. (e.g. weddings, funerals etc)	<input type="text"/>	<input type="text"/>

### 4. Location and Duration

Outside the premises of	<input type="text"/>
Date From	<input type="text"/>
To	<input type="text"/>

### 5. Declaration and Payment of Fee -I wish to apply for: (please tick below)



**WORK PERMIT:** - £12.00 per vehicle per day



**BAY SUSPENSION(S):-**

£27.50 per bay (5.25m) per day

**\*Please note there is a £20.00 administration fee with every parking suspension application\***

#### Declaration and Payment of Fee for Work Permit

I agree to comply with the District Council's regulations governing the use of a Work Permit and I enclose the fee of £12.00 /per day to cover the cost of administration and the issue of a permit. I understand that the permit is only valid for the dates specified after which time I shall, if required, re-apply. A further fee is payable

#### Declaration and Payment of Fee for Parking Bay Suspension

I agree to comply with the District Council's regulations governing the use of a suspension (see over leaf) and I enclose the fee to cover the cost of administration. I understand that suspension is only valid in the designated area as per the suspension sign

Date	<input type="text"/>
Signed	<input type="text"/>

## **WORK PERMIT – Notes for Guidance**

### **1. GENERAL INFORMATION**

Applicants who apply for a Work Permit or Bay Suspension permit, may be granted permission in accordance with the Terms and Conditions set out in sections 10/11/12 & 13 of the St Albans City Centre Controlled Parking Scheme booklet published and distributed to all Residents, Businesses and Organisations within the Designated Controlled Roads.

Permits are the property of the Council and can be withdrawn without notice in instances where a permit holder does not park considerately or on the **vehicle** highway

### **2. PARKING FOR TRADESPEOPLE**

Where residents or businesses employ Contractors or Tradespeople to carry out work at their home or business and there are no off street parking facilities available, the Contractor or Tradesperson may need to park on the road during the controlled hours. Under normal circumstances, the Work Permit will provide the means whereby this can legitimately take place. A Work Permit is only valid when parked in a marked bay and it does not guarantee the space.

### **3. APPLICATION PROCEDURE**

Please complete, sign and post this form with the required fee – **cheque or postal order payable to SADC** to:

**SADC Parking Services  
Drovers Way Car Park  
Drovers Way  
St Albans  
Herts  
AL3 5EB**

Alternatively you can make an application online – [www.stalbans.gov.uk](http://www.stalbans.gov.uk)

### **4. ENFORCEMENT AND PENALTIES**

A Works permit is only valid when clearly displayed in the vehicle shown on the permit and is not transferable. Failing to do so may result in Penalty Charge Notice being served.

### **5. LOSS AND THEFT**

No replacement and no refund can be given for the loss of permits. Where a vehicle is stolen, you must provide the Police incident report reference before a replacement permit can be issued, a fee will be charged for a duplicate permit.

#### **PLEASE NOTE:**

**AN APPLICATION WILL ONLY BE PROCESSED WITH 5 DAYS OR MORE NOTICE PRIOR TO THE REQUIRED DATE.**

## **PARKING BAY SUSPENSION – Notes for Guidance**

### **1. GENERAL INFORMATION**

Applicants who apply for a Work Permit or Bay Suspension permit, may be granted permission in accordance with the Terms and Conditions set out in sections 10/11/12 & 13 of the St Albans City Centre Controlled Parking Scheme booklet published and distributed to all Residents, Businesses and Organisations within the Designated Controlled Roads.

### **2. PARKING BAY SUSPENSION**

Parking bays may be suspended at the discretion of the Council for events such as building or roadwork's, house removals which are likely to last several days or more. Within residential areas as much notice as possible is requested to ensure minimum disruption for residents.

For suspension of parking areas for building or utility works (e.g. gas or water) the applicant maybe required to advise residents by way of a letter to ensure they are fully aware of the works to be undertaken.

Yellow suspension signs will be placed as near as possible to the affected area showing the details of the suspension. Relocation of vehicles to an adjacent area may be considered in cases of emergency works.

To make these arrangements, applicants need to contact Parking Services in the first instance.

**PLEASE DO NOT REMOVE THE SUSPENSION SIGNAGE. WE WILL PUT IT UP AND TAKE IT DOWN.**

### **3. ENFORCEMENT AND PENALTIES**

Vehicles that park after the signs have been placed and during the suspended period are likely to receive a Penalty Charge Notice. However:

**We cannot guarantee a vehicle will not park there.**

**We cannot tow vehicles away.**

**We cannot issue a refund once the suspension has been processed.**

### **4. APPLICATION PROCEDURE**

Please complete, sign and post this form with the required fee **cheque or postal order payable to SADC** to:

**SADC Parking Services  
Drovers Way Car Park  
Drovers Way  
St Albans  
Herts  
AL3 5EB**

Alternatively, you can make an application online – [www.stalbans.gov.uk](http://www.stalbans.gov.uk)

#### **PLEASE NOTE:**

**AN APPLICATION WILL ONLY BE PROCESSED WITH 7 DAYS OR MORE NOTICE PRIOR TO THE SUSPENSION 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-notice/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-%202.3.18\\_tcm15-63804.pdf](http://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.