

Application for Health Care Worker / Carer Parking Permit

PLEASE READ THE TERMS & CONDITIONS OVERLEAF

1. Applicant/Carer Particulars

Name			
Address			
		Postcode	
Phone		E-Mail	

FOR OFFICIAL USE
ONLY

2. Particulars of Resident

Title (Mr. Mrs. etc.)		Surname		
Forenames				
Address				
		Postcode		
Home phone		Relationship: (e.g. Doctor / Family member)		

3. Evidence of Need for a Health Care Worker/Carer Permit (Please see the Terms & Conditions overleaf)

On average, how many visits are made by you to the Controlled Streets, during the controlled hours?

What are the purposes of the journeys?

4. Vehicle Particulars of the Applicant / Carer

Registration No.	Make	Model	Colour	Address of where the vehicle is registered

5. Declaration:

I wish to apply for a Health Care Worker / Carer Permit and enclose:

(please tick as appropriate)

- a) A copy of the registration documents of the vehicle for which a permit is required ☐
- b) Confirmation of being a carer for the resident e.g. Carer Passport/Attendance Allowance ☐

I have read and understood the Terms & Conditions overleaf and I hereby declare that all the information given on this form is true to the best of my knowledge. I understand that if any information given is false, or if the permit is used in contravention of the regulations, I may be liable for a Penalty Charge Notice being served to my vehicle and that the permit **will** be cancelled.

Signature:..... Date:.....

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

Terms & Conditions

Health Care Worker / Carer Permit

1. GENERAL INFORMATION

Health care special permits are provided by the Council to enable visits to be made to residents who live in the Controlled Streets. They are not to be used for any other purpose including the personal business of the holder. They may not be used for long term parking while the holder is at their office or visiting other offices.

The permits are only valid in the marked out bays within the St Albans parking scheme **WHERE RESIDENT PERMITS ARE VALID** and only in the Zone for which the permit is issued.

In relation to Carers, only 1 permit will be issued to an individual address within a Zone location.

Where a family member is attending a relative, a temporary permit for up to 3 months may be issued on the back of a letter from a GP or Hospital confirming that care is needed for the resident

Please Note: Health Care Worker / Carer Permits are NOT valid on yellow lines NOR are they valid in Pay & Display and Voucher only parking spaces.

The permits need only be shown during the hours of control which are displayed upon the signs in the Controlled Streets.

The permit must be clearly display with all the relevant information of the permit showing in the windscreen of the vehicle, preferably upon the footway side.

A permit may only be used to park a vehicle not exceeding 5.25m length and 2.28m in height. However, vehicles must not be parked in marked spaces where they would cause obstruction to an adjacent vehicle private access, marked with a white bar marking.

However, you may park over a white bar marking if you are visiting the property to which the white bar marking applies, for the duration you are attending the resident.

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

2. EVIDENCE OF NEED

Confirmation is required of your statements made on the form about the need for the use of the vehicle.

HEALTH CARE WORKER

- Valid car Insurance document – Business use must be included
- The registration document of each vehicle for which a permit is required
- Confirmation on Company headed paper that you are an employee working for an applicable organisation, i.e. Health Practice, Hospital etc..along with a reason why the permit is required

CARER PERMIT

The registration document of each vehicle for which a permit is required. The Council reserves the right to see original documents

- Valid car Insurance document
- Copy of Care Allowance
- Copy of Carers Passport
- GP/Hospital letter, (for carers attending a family member)

When a family member is attending a relative, a carer can still apply for a temporary permit if they are caring for a family member who is a resident within a Controlled Parking Zone. A GP letter confirming that a carer is required for the resident may suffice for a temporary permit to be granted for up to 3 months.

Alternatively, an extension of the provision of an extra allocation of Visitor Parking Permits, can be arranged up to a total limit of 30 books per annum provided either a contract of employment or a GP letter is provided showing that a carer is required for the resident.

N.B. The Council reserves the right to withdraw the extra allocation at any time and revert the resident back to the original amount.

3. PROOF OF VEHICLE OWNERSHIP

If the registration document is not available, valid car insurance showing the vehicle registration number may be acceptable. If the vehicle is owned by a leasing or hiring company, the full lease/hire agreement is required

4. CHANGE OF VEHICLE

A permit **MUST NOT** be altered. A new one will be issued when a vehicle is changed. Use this form to notify the change and return the current permit for replacement. You must also enclose proof of the new vehicle ownership.

5. APPLICATION PROCEDURE

Please complete, sign and post this form with the necessary documents and payment to:

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

Please make your cheque or postal order payable to ST ALBANS CITY AND DISTRICT COUNCIL.

Please allow five working days for the processing of the application. Copies of documents are accepted.

Please Note: It is not permissible to park in a designated parking place without displaying a valid permit even if the application has been posted to the Council.

6. SURRENDER/WITHDRAWAL OF PERMIT

If you cease to make visits to the resident, you must surrender the permit to SADC forthwith.

The Council will take action against anyone found to be using a permit contrary to the regulations.

7. LOSS AND THEFT

No refund can be given for the loss of a permit and a replacement permit can only be obtained at a charge for the lost permit - £13.20.

No part refund will be given if a permit is surrendered before its expiry date.

8. CHARGE

Please be advised that the Health Care permit allocation year starts on 1st April and ends on 31st March regardless of when a permit was issued. The cost of a HC permit is currently £50.00 per permit per vehicle per annum.

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 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.

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-%20202.3.18_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 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 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 or calling their helpline on 0303 123 1113.