RESIDENTS PARKING PERMIT APPLICATION FORM

Please write clearly in BLOCK CAPITALS in black ink and tick all relevant boxes.

Please make sure you signed date this form on the last page, enclose all your documents and the correct payment.

PERSONAL DETAILS

tick as appropriate:

|  |  |
| --- | --- |
| I am a first time applicant |  |
| I am renewing my permit |  |

|  |  |
| --- | --- |
| Existing permit number |  |

|  |
| --- |
| Title (Mr, Mrs, Miss, Ms, Other):\* |
| First name:\* |
| Surname:\* |
| Address:\* |
| Postcode:\* |

|  |
| --- |
| Mobile:\* |
| Home Tel: |
| Email:\* |
| Date of Birth: |

Required information

We will send renewal reminders out using our contact details by email or post

PROOF OF RESIDENCE

Please tick two boxes to show which document you are providing:

|  |  |
| --- | --- |
| Council tax registration |  |
| Valid driving licence with St Endellion Parish address |  |
| Current council or housing trust rent statement |  |
| Valid home insurance policy |  |
| Benefits or pension statement for current financial year |  |
| Firearms certificate |  |
| Current bank, building society or credit card statement (showing address and dated within the past 3 months) |  |
| Utility Bill (showing address and dated within the past 3 months) |  |

Send copies only as documents cannot be returned

New residents sometimes have difficulty providing documents proving residency. If you are moving into the parish and do not have the documents listed above we will issue a three month permit if you provide one of the following:

|  |  |
| --- | --- |
| Solicitor’s letter of completion (dated within the last three months |  |
| Formal tenancy agreement (valid for the full life of the permit) |  |

You may apply for a permit up to two weeks in advance of your move. Your permit will be valid from the day before you are due to move in:

|  |
| --- |
| Date of move: |

VEHICLE DETAILS

|  |
| --- |
| Vehicle type: (Tick one as appropriate)  Car: Van: Motorcycle: |
| Vehicle registration number: |
| Make: |
| Model: |
| Colour: |

PAYMENTS

Car and van permits:

Once the permit is approved, we will send you an email requesting payment.

If the application is rejected, we will let you know why.

You must make the payment within 72 hours of the permit being approved.

If we identify a permit with an outstanding balance after this time St Endellion Parish Council reserves the right to cancel your permit.

We will attempt to contact you before your permit is cancelled. We will confirm by email toilet you know if we have cancelled your permit. This email will contain advice and steps to follow, if you still require the permit.

You are liable for any Penalty Charge Notices issued if your permit is cancelled.

Please contact the Parish Clerk at [stendellionpc@gmail.com](mailto:stendellionpc@gmail.com) if you are having difficulty providing the documents needed to apply for your permit.

DECLARATION

I have read and understood the terms and conditions of the residents parking scheme and understand that by signing this I accept all the terms and conditions under which the permit is issued.

No refunds will be made should you leave the parish prior to the permits expiry date.

I understand it is a criminal offence to give untrue or misleading information or to withhold information and if I do so I may be prosecuted.

|  |
| --- |
| Signature: |
| Date: |

The parish of St Endellion will handle the personal information you provide in line with the Data Protection Act 2018 and the General Data Protection Regulations (GDPR). Please see St Endellion Parish website for more information or contact the Parish Clerk at: [stendellionpc@gmail.com](mailto:stendellionpc@gmail.com)