

## RESIDENTS' PARKING PERMIT - TERMS AND CONDITIONS OF USE



1. All permits are valid for 12 months (e.g. permits starting on 1<sup>st</sup> April will expire on 31<sup>st</sup> March the following year).
2. The Residents' Parking Order allows parking of the following classes of vehicle provided a valid permit is displayed:
  - A motor vehicle constructed solely for the carriage of passengers and their effects and adapted to carry not more than 12 passengers exclusive of driver and not drawing a trailer or caravan.
  - A motorcycle.
  - A goods vehicle which is constructed or adapted for use for the conveyance of goods or burden or any description whether in the course of trade or not with a maximum laden weight not exceeding 3,500 kgs but does not include a vehicle drawing a trailer or caravan.
3. Each household is limited to one permit.
4. The permit must be clearly displayed on a vehicle at all times when parking in a resident's parking area. Failure to do so may result in an Excess Charge Notice being issued to the driver.
5. The permit may only be used by permit holders (i.e. the person who the permit was issued to), anyone living at the permit holders home or any bona fide visitor to the permit holders home. Any other use will be in contravention of the Residents' Parking Order and result in the permit being revoked, and/or a Charge Notice being issued.
6. The permit can be transferred between vehicles if a household has the use of more than one vehicle or if they have visitors.
7. The permit can only be used in the relevant Zone area as indicated on the permit. Parking in other Zones may result in a Charge Notice being issued.
8. Any permit holder who ceases to reside at the address to which a permit was issued MUST return the permit to Waveney District Council at The Marina Customer Services Centre, Marina, Lowestoft, NR32 1HH.
9. It is a criminal offence to deliberately make a false statement on your application form, or to use a permit you are not entitled to.
10. The Council will charge the sum of £5.00 for the replacement of any lost, damaged or stolen permits.
11. To ensure that the residents' areas are only used by vehicles with a permit we employ Car Parking Officers to enforce the conditions.
12. Charge Notices may be issued where a vehicle is parked in a marked bay without a valid permit. The Council will issue a Charge Notice for an illegally parked vehicle which will advise the owner how to pay the required fine or appeal against the Notice.

For further information please contact Customer Services on 01502 562111.

### DATA PROTECTION ACT 1998

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided in this application for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information, see <http://www.eastsuffolk.gov.uk/yourcouncil/access-to-information/data-protection-act/>.