

South Norfolk House

Cygnet Court, Long Stratton, Norwich, NR15 2XE

**Application for a South Norfolk Council car park permit**

| Name: |  |
| --- | --- |
| Address: |  |
|  |  |
| Tel No: |  |
| Email address: |  |
| Vehicle Make & Model: |  |
| Registration No: |  |
| Start date | / / |
| Cost for 12 months | £350.00 |
| Long Stay | Diss / Wymondham / Loddon |
| Short Stay Residents only | Diss / Wymondham |

Please indicate which permit you require and allow 10 working days before start date. This form should be returned to the Parking Services Manager either by email to [parking@southnorfolkandbroadland.gov.uk](mailto:parking@southnorfolkandbroadland.gov.uk) or by post to the above address, along with the appropriate fee or by completing the Direct Debit form. Please sign to agree the terms and conditions overleaf.

Direct Debit  
Please fill in and return a completed Direct Debit Form which you can download from our website. Direct Debits will be taken 1st of every month

Credit/Debit card payments, please call 0808 178 7145

**Your Personal Data**

**About Us**: South Norfolk Council takes your privacy very seriously and provides the following information in compliance with data protection legislation.

**Your data**: We are collecting this data so we can provide you with an annual parking permit which we are doing in our capacity as a local authority. We do not share your data with any third parties. We will retain this data for one year or where you have filled in a direct debit form we will retain this for 7 years from when the last payment is taken.

**Your rights**: Under data protection legislation you have the right to request access to, rectification, restriction, or objection to the processing of your personal data, as detailed on our Privacy Policy: <https://www.southnorfolkandbroadland.gov.uk/data-protection/south-norfolk-council-data-protection>  
You can contact our Data Protection Officer at [right2know@s-norfolk.gov.uk](mailto:right2know@s-norfolk.gov.uk). You also have the right to lodge a complaint with the regulator, the Information Commissioner’s Office <https://ico.org.uk/>.

­**Office Use only**

Permit Number: ………………………………………….

**Terms and Conditions for Car Park Permit holders**

Your season ticket is only valid for South Norfolk Pay & Display car parks and qualifying rules apply.

**Long Stay car parks** are:

**Diss:** Park Road, Shelfanger Road West, Church Street (Monday-Thursday only).

**Wymondham:** Town Green and Cemetery Lane

**Loddon:** Church Plain and The Staithe

**Short Stay car parks for Residents Only** are:

**Diss:** Chapel Street Lower, Chapel Street Upper, Mount Street and Weavers Court

**Wymondham:** Market Street and Back Lane

Car park Permits will be issued for the vehicle specified on the application form and **ARE NOT TRANSFERABLE**

No refunds will be given in respect of car park permits with less than 1 month’s duration.

Please inform South Norfolk Council is you no longer require your permit and wish to cancel the service by email to [parking@southnorfolkandbroadland.gov.uk](mailto:parking@southnorfolkandbroadland.gov.uk) or by contacting 0808 178 1745.

If you move house or change your personal details, please inform us at your earliest convenience.

Penalty Charge Notices (PCNs) will be issued for:

* Failure to display a valid car park permit
* If the vehicle is parked in a designated disabled bay without displaying a valid Blue Badge
* Failure to park in the agreed Long/Short stay car park

Full details of the Car Parking Order can be viewed at South Norfolk Council Offices or on our website https://www.southnorfolkandbroadland.gov.uk/car-parks.

A car park permit does not guarantee a space.

If you require any further information or advice, email us at: [parking@southnorfolkand broadland.gov.uk](mailto:ketteringhamadmin@s-norfolk.gov.uk) or please call our Freephone telephone number 0808 178 7145.

Sign …………………………………………

Date …………………………………………