

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 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. 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 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 or please call our Freephone telephone number 0808 178 7145.

Sign …………………………………………

Date …………………………………………