

Terms and Conditions - Annual Parking Permit Application

1. Permits will not be issued to vehicle with a
 - A gross plated weight of more than 3.5 tonnes; or
 - If it has no gross plated weight, an unladen weight of more than 1.525 tonnes
 - However recovery vehicles (where on call) are exempt from this condition and may park within a permit parking area if displaying a valid permit.
2. The maximum number of annual permits that can be issued to a single household (as defined in the Housing Act 2004) and / or business (individually or combined) can be found within the Rules of the Scheme.
3. A permit holder means a person to whom a permit has been issued under the provisions in the latest version of the Bracknell Forest Borough Council (Control of On-Street Parking) Order.
4. You must abide by the terms and conditions stated on the permit, and park your vehicle in accordance with the local parking regulations in place, otherwise your vehicle may be issued with a Penalty Charge Notice (PCN), under the Traffic Management Act 2004
5. Visitor permit issue (for a household) will be available to the first resident's parking permit application from that address.
6. The permit must be displayed on the vehicle to which it relates (except in the case of motorcycles), in such a way that the particulars on the permit are clearly visible from the front near-side of the vehicle windscreen.
7. Vehicle specific permits are only valid for the vehicle shown on the permit and visitor permits can only be used by bona fide visitors visiting the visitor permit holder.
8. Holders of a permit should note that parking should be sourced as close to the property of residence as possible with consideration shown to all residents within the Zone.
9. The permit enables the holder to park a vehicle in the zone specified on the permit only. It does not entitle the holder to park on any other highways restriction. i.e. disabled parking space or yellow lines.
10. Failure to park legally may result in the issue of a Penalty Charge Notice. The user must ensure that the vehicle is parked with regard to the Highway Code.
11. Permits must be surrendered if the holder changes address or ceases to own or use the vehicle for which the permit was issued.
12. Business permits must be surrendered if the holder ceases to work for the business, the business ceases trading or relocates outside of the zone, or the holder ceases to own or use the vehicle for which the permit was issued.
13. A new permit must be sought in the event of a change of vehicle. Any change of vehicle must be notified immediately to the Parking Shop and an administration charge will be applied. If the previous permit is surrendered as part of this application the charge will be reduced.
14. It is the responsibility of the permit holder to renew the permit on time. Renewal reminders (letters or emails) are sent as a courtesy and are not a legal requirement. The permit holder remains responsible, regardless of whether they have or have not received a renewal reminder.
15. A permit holder who surrenders their permit shall not be entitled to a refund. No refund will be given for any unused and / or expired visitor parking permits / scratch cards.
16. As part of the Council's policy to prevent fraud and misuse of permits, proof of address and proof of vehicle ownership can be requested at any time after the issue of a permit. Failure to co-operate may result in cancellation of the permit.
17. If a permit is lost, stolen, destroyed or defaced the permit holder must notify the Parking Shop immediately and the permit will cease to be valid. A replacement permit will be issued for the unexpired period of the original permit and an administration charge will be applied. If the previous permit is surrendered as part of this application the charge will be reduced.
18. Resident visitor parking permits are available for use only by genuine visitors to residents to whom the permits have been issued to within Bracknell Forest Borough Council's Resident Parking Zones.
19. The reusable 4 hour visitor permit, which is transferrable between vehicles, is only valid if displayed correctly.
20. A scratch card is only valid if the vehicle registration number and date that parking is required is displayed correctly. The scratch card is only valid for use in the resident parking zone shown on the scratch card.
21. Parking is only permitted on street in designated resident parking zones and shared use (resident/permit holders and limited waiting bays) during the hours of operation, as displayed on street signs, within the zone specified on the permit.
22. A permit does not allow parking in off street car parks, in designated on street business bays, disabled bays, doctors bays, loading bays, suspended bays, private housing estates or other private land, or on yellow lines.
23. The issue of a permit does not guarantee the availability of a parking space, nor does it render the Council subject to any liability in respect of loss or damage to the vehicle or to the contents or fittings of any such vehicle.
24. Length of highway subject to resident parking may be suspended by Police Officers, Civil Enforcement Officers or duly authorised Council Officers at any time without notice.
25. This permit is issued subject to the relevant Traffic Regulation Order of Bracknell Forest Borough Council and may be subject to change in the future.
26. The Council will investigate and prosecute any cases of suspected fraud or misuse of the scheme. If we find evidence of fraud or misuse we reserve the right to suspend the permit and refuse to issue new permits and/or issue a Penalty Charge Notice.
27. Permits are NOT FOR RESALE, and are not transferable.
28. **Data Protection Statement**

Please be aware that Bracknell Forest Borough Council may use data collected in administering parking controls or schemes including data supplied in an application (or renewal) for a parking zone permit for the purposes of traffic administration, investigating possible enforcement of parking and traffic contraventions or other offences. The data may also be used for these purposes by Bracknell Forest Borough Council's agents and may be disclosed to enforcement agencies. This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with law enforcement agencies and other bodies responsible for auditing or administering public funds for these purposes. Bracknell Forest Borough Council will treat the data in accordance with the Data Protection Act.