APPLICATION FOR SCHOOL PARKING PERMIT

St. Peters School, Headlands, Kettering and/or
St. Thomas More School, Northampton Road, Kettering and/or Wren Spinney School, Westover Road, Kettering

St Peters School Control Parking Zone: Zone J
St Thomas More School and Wren Spinney School Control Parking Zone: Zone M and Zone M (extension)

You may only apply for a school parking permit if you have a child / children at St Peters School, Headlands, Kettering and/or St Thomas More School, Northampton road, Kettering and/or Wren Spinney School, Westover road, Kettering

Please write clearly in block capitals and tick all the relevant boxes and fill in fully all the details requested.

Permits will be issued to parents of children at St Peters School and/or St Thomas More School and/or Wren Spinney School, on receipt of a completed application to park within the resident’s controlled parking zone adjacent to the school. Permits are valid between the hours of 08:00-09:00 hrs and 15:00-16:00 hrs on Monday to Friday during school terms only.

Permits have an annual fee of £15.00 per academic year.

Is this:

☐ A new application for a permit? (Fill in sections B, C, D, and G)
☐ Renewal of an existing permit? (Fill in sections A, B, C, D and G)
☐ An application to replace a lost, stolen or destroyed permit? (Fill in sections B, F and G)
☐ Notice you have changed your contact name or address? (Fill in sections B, E, and G)
☐ Providing notification that you have changed your vehicle? (Fill in sections B, D, and G)

A Renewal of Permit

Current permit number: ____________________

If you have not changed your vehicle or moved address since you last applied for a permit please fill in sections C and G and return this application form.

If any of your details have changed you must complete section B, C, D and G.
B. Your Personal Details

I am:

☐ Parent of a child / children at St Peters School and/or St Thomas More School and/or Wren Spinney School

Title (i.e. Mr, Mrs, Miss, Ms): __________ Surname: ________________________________

First Names (in full): ________________________________

Address: _________________________________________________________________________

________________________________________________________________________________ Postcode: ______________

E-mail Address: ____________________________________________________________________

☐ Home: __________________________

☐ Work: __________________________

☐ Mobile: _________________________

C. Proofs of Entitlement

Permits for parents of children attending St Peters School and/or St Thomas More School and/or Wren Spinney School will only be issued where this form is endorsed with the school stamp

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Declaration of Entitlement

I confirm that ________________________________ (name of parent) has a child / children at (please circle) St Peters School and/or St Thomas More School and/or Wren Spinney School during the current academic year

Signature: __________________________ Date: __________________________

(School representative)

Print Name: ______________________________

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Official Stamp:
**D Details of Vehicle**

School permits are limited, except in exceptional circumstances, to one permit per property. Each permit can have up to two nominated vehicles on it; however, the permit will have to be displayed in the vehicle that is actually parked in the controlled parking zone.

**Vehicle 1**

Registration number: ____________________________

Make & Model: ____________________________ Colour: ____________________________

Proof of Ownership of Vehicle 1

**Is the vehicle:**

- [ ] **Yours**, I enclose a copy of the original vehicle registration document for current address (DVLA form VQ5), or current motor insurance document for the vehicle.
- [ ] **Company vehicle**, I enclose a letter from my employer
- [ ] **Lease of hire vehicle**, I enclose a copy of the original agreement

**Vehicle 2**

Registration number: ____________________________

Make & Model: ____________________________ Colour: ____________________________

Proof of Ownership of Vehicle 1

**Is the vehicle:**

- [ ] **Yours**, I enclose a copy of the original vehicle registration document for current address (DVLA form VQ5), or current motor insurance schedule for the vehicle.
- [ ] **Company vehicle**, I enclose a letter from my employer.
- [ ] **Lease of hire vehicle**, I enclose a copy of the original agreement.

**E Change of Name or Address**

To change your name or address you will need to log into the online permit system where it will enable you to change your name or address.

**F Lost/Stolen permits**

If you have lost or had your permit stolen you can email ParkingPermits@kettering.gov.uk to order a replacement. Please note there is a £5 administration fee for the replacement
Declaration

Warning: It is an offence to give false or misleading information. If you do, we may prosecute.

The person named in Section B must sign this declaration. You must read each section below and sign that you have read and understood them fully.

- I understand and accept that you may ask to visit these premises before or after issuing a permit to make sure I have provided the correct address. If I refuse, I understand it is likely that you will not give me a permit or will withdraw the permit.

- I understand that you will use the personal information I have given in line with the Data Protection Act 1988. Warden Services will use the information I have given to issue school permits. I accept that you may pass this information to other Council Departments for this and related purposes.

- I understand that you may check my details with the school my child/children attend and in the case of any abuse of the parking permit will share my details with the school.

- I understand that you have to protect public funds you handle, so you may use the information I have provided on this form to prevent and detect fraud. You may share this information with other bodies who handle public funds for these purposes only.

- The Council will return any original documents via the Royal Mail with your Permit. Should you not wish the Council to do so then you must inform the Council on your application and attend the Customer Services Centre personally to collect these documents. The risk of loss of documents remains with you should you wish the Council to use Royal Mail.

I have read, understood and agree to abide by the instructions and notices which accompany this application form.

Signature: ______________________________ Date: ______________________________

WE RESERVE THE RIGHT TO REQUEST TO VIEW ORIGINALS OF ANY COPIED DOCUMENTS SUPPLIED.

Please upload completed application form when applying for your permit using the online system.
PRIVACY NOTICE

Why we collect information about you
Kettering Borough Council operates various car parks within Kettering Town Centre for which charges are made. We also administer a number of Residents’ Parking Schemes. To carry out these functions it is necessary for us to collect and hold your personal information.

How will we use the information we hold about you?
The categories of information we collect to administer parking services are:

- Basic vehicle details such as registration number, make and model, location of vehicle
- Vehicle ownership details (via the DVLA)
- Basic information about you eg. Name, address, telephone number, email address
- Images of you if the Warden has activated their body worn camera
- Details of your credit or debit card if you have used this to pay for a service

The information collected will be used in the following ways:

- Carry out parking appeals
- Carry out parking enforcement
- Process car park season ticket applications
- Process Residents Parking Permits or Business Parking Permits
- Card payments for parking

What is the basis for us to process your data?

- The performance of a contract to which you are a party (season tickets, residents parking permit)
- To carry out tasks which are in the general public interest or in the exercise of official authority vested in the Council (under the Road Traffic Act 1984)

Who we will share your information with
Only relevant employees of Kettering Borough Council have access to information held in relation to parking matters. This will be restricted to staff in our Public Services Team. The Council uses the facilities of an e-Commerce company, WorldPay, to process your credit/debit card transactions securely. All communication between you and WorldPay is encrypted and can only be interpreted by WorldPay. The Council does not have access to, or store your cards details. For details on how your information is handled via our website, please visit www.kettering.gov.uk/privacy. In order to identify the keeper of a vehicle at a given time, for the purposes of the enforcement of a Fixed Penalty Notice we may contact the DVLA and provide them with the details known to us. If enforcement action is pursued your information may be shared with our Legal Services and the Magistrates’ Courts.

How long do we keep your records?
We will only keep your information for the minimum period necessary and in line with our Corporate Retention Schedule. Information will be securely destroyed when no longer needed. Fixed Penalty Notices and enforcement records are held in year and for 6 years after the case is closed (maximum of 7 years). Footage captured by body worn cameras is only retained if necessary for the pursuit of an offence, otherwise it is destroyed immediately.

For further information:
For details regarding your rights under Data Protection law or how to make a complaint if you think we have mishandled your personal information, please visit:
www.kettering.gov.uk/privacy
Frequently Asked Questions

Further details on how to apply?

All users must register an account on the online system. If you are unable to do this yourself or with the support of family or friends our customer service team can be contacted for assistance. You will need to apply for a new permit and provide supporting evidence.

Do I still need to submit a stamped application form?

Yes, you will still need to complete the application form which can be found on www.kettering.gov.uk and it will need to be stamped by the school. Once completed you will need to upload this onto the online system as a form of evidence.

What happens at renewal?

You will be emailed a reminder 30 days before your permit expires and you will be able to renew online. In certain instances, the permit system allows you to choose between the current paper permit or a new virtual (electronic) permit.

Please note that if you have two registrations on your virtual (electronic) permit you will need to login and update what vehicle is being parked on-street.

Can I collect from the main reception?

Yes! If you would like to collect your Permit/Scratch Cards from reception please contact us on 01536 535801 or email through to ParkingPermits@Kettering.gov.uk.

What are the Customer Service Centre Opening hours?

Monday to Friday – 08:30 am to 5:30 pm Saturdays – 09:00 am to 1:00 pm

What should I do if I need help?

If you have any questions or need help filling in this form please contact the Parking Service on 01536 535801 or email ParkingPermits@kettering.gov.uk.

How to Report fraudulent permit holders?

If you think that someone is using a school parking permit they are not entitled to, please call 01536 535801 or email ParkingPermits@kettering.gov.uk. We will keep your details confidential.

Where can I park?

You can park within the controlled parking zone only whilst displaying a valid permit and within the restricted hours clearly displayed on your permit.

At the entrance of the zone there are large signs advising motorists that the area is for permit holders only and in addition repeater signs stating “Residents Permit Holders” are in place. The permit has been issued to allow you to safely drop off, and collect your child / children.

The permit does not give an exemption to any other parking restriction e.g. yellow lines or...
clearways.

You are not allowed to reserve a specific parking space.

Having a permit does not guarantee you a space.

Where do I display the permit?

You must secure the permit on the passenger side of your vehicle windscreen. You are responsible for making sure that the permit can be clearly seen from outside the vehicle at all times whilst you are parked within the controlled parking zone.

How to inform of a change of address?

If you move home whilst your permit is valid, you can use the same permit but you will need to update your records using the online system.

How to inform of a Change of Name?

If you change your contact name while your permit is valid, you may use the permit but you need to update your records using the online system.

If you have a Lost/Stolen permit?

Lost permits are replaced on payment of a £5.00 administration fee. To arrange this please email ParkingPermits@ketering.gov.uk

How to return a permit?

If your child/children stop attending St Peters School and/or St Thomas More School and/or Wren Spinney School, you must return the permit to the Council. If you do not return the permit, you will be breaking the rules of the Residents Parking Scheme and committing an offence.

Refunds

Refunds will not be given under any circumstances.