Residents and Business Permit Application Form

The Northamptonshire Council (Kettering District) (Waiting and Loading Restrictions and On Street Parking Places) Order 2010

I am applying for:

<table>
<thead>
<tr>
<th>Residents’ Permit</th>
<th>Change of Vehicle</th>
</tr>
</thead>
<tbody>
<tr>
<td>Renewal of Existing Permit</td>
<td>Business Permit</td>
</tr>
<tr>
<td>Replacement Permit</td>
<td></td>
</tr>
</tbody>
</table>

Applicant’s Full Name

Address & Postcode

Contact Telephone Number

1st Vehicle Registration Number

Vehicle Make

Vehicle Colour

2nd Vehicle Registration Number

Vehicle Make

Vehicle Colour

A permit can be issued with 2 sets of registration numbers, however, you will only be permitted to park one of the two vehicles on the public highway at any one time.

I enclose £35.00* permit fee, plus all the relevant documentation ☐

YOU MUST NOT PARK IN THE PERMIT ZONE UNTIL YOU HAVE RECEIVED YOUR PERMIT AND IT IS CLEARLY DISPLAYED IN THE VEHICLE.

Please continue overleaf…
Duplicate Permit: □

Detail reason for duplication (e.g. stolen, loss, damaged)

I enclose £5.00* duplication fee, plus the relevant documentation. □

Change of Vehicle □

New Vehicle Registration Number:

New Vehicle Make:

Date of Expiry of Existing Permit:

Current Permit Number:

Your permit must be returned with this application

*Please note that we do not accept cash payments and no refunds for permits returned part way through the year will be issued.

Payment Methods: Cheque or Postal Order (made payable to Kettering Borough Council). Card payments (in person for new applications only) at Kettering Borough Council offices, Customer Service Centre, Bowling Green Road, Kettering, NN15 7QX. You may renew a permit online within 21 days in advance of the permit expiry date.

Delivery Options: (please tick)

Post them to me (Royal Mail 2nd class post)

I would like to collect from the Council Offices reception desk

Declaration:
I certify that I have read and agree to abide by the terms and conditions of use, Data Protection Statement and Privacy Policy, and that the information given is true to the best of my knowledge and belief, and I know that to supply any information which I know to be false or do not believe to be true will render me liable to prosecution. (Copies of the relevant order are available for inspection at Kettering Borough Council, Parking Services, Bowling Green Road, Kettering, NN15 7QX).

Signed: ___________________________ Date: ___________________________

This application form should be submitted to: Kettering Borough Council, Public Services, Parking & Permits, Bowling Green Road, Kettering, NN15 7QX together with the appropriate fee and documentation.
TERMS & CONDITIONS OF USE

• YOU MUST NOT PARK IN THE PERMIT ZONE UNTIL YOU HAVE RECEIVED YOUR PERMIT AND IT IS CLEARLY DISPLAYED IN THE VEHICLE AS DESCRIBED – A permit does not become valid until displayed in the vehicle.

• You must allow a minimum of 7 full working days in order to process your application/request.
• Permits will be posted to the permit address via Royal Mail 2nd class post or can be collected from the Council Offices main reception desk (Bowling Green Road) by arrangement if requested at the time of purchase.
• Proof of residency and your vehicle is required prior to processing your application. Permit cannot be issued if incomplete documents are received. Failure to supply the necessary documentation within 14 days will result in the offer being withdrawn.

• Permits are only valid in the zone stated on them. The zone letter recorded on the permit must match the zone letter showing on the permit sign.
• You are not permitted to park in any other zone, on yellow lines or block/interfere with any access.
• A permit does not guarantee a parking space.
• Please refer to the operational times stated on the signage (including Public Holidays). No operational times recorded indicate a 24/7 restriction. In addition to this you must comply with all aspects of the Terms and Conditions associated with the scheme whilst your vehicle is parked within the Zone (The Northamptonshire Council (Kettering District) (Waiting and Loading Restrictions and On Street Parking Places) Order 2010).

• You should the permit is clearly visible through the windscreen of the vehicle at all times. Failure to comply may result in an Excess Charge Notice being issued.
• Any misuse of the permit may result in an Excess Charge Notice being issued and the permit may be revoked.
• Permits are issued subject to the current Parking Regulations in force by Kettering Borough Council.

• The Council reserves the right to check the particulars of any application at any time and may withdraw it if deemed ineligible.
• The Council reserves the right to refuse any application or revoke any permit issued if the officer is not satisfied that the applicant is eligible regardless of whether the necessary evidential proof has been provided.

• If a card payment is charged back or a cheque dishonoured at any time then the permit will become invalid from the notification date from the credit/debit card company/bank and an Excess Charge Notice may be issued to a vehicle.
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 function 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 transaction 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