



Sticker Car Park Operating Policy and Procedures

Policy Statement

To establish St Mewan Parish Council's operating, administration methods and policies in documents and designed to act as obligatory guidance notes on Parish Council owned land. The following information in this Policy is for the public when applying for parking permits due to a change in Council's Auditors.

1. Permit Procedures

a) To apply for a Resident Permit: –

Download a Residents application form located on the front page of the St Mewan Parish Council website at www.stmewanparishcouncil.gov.uk. Complete the application form and email deputyclerk@stmewanparishcouncil.gov.uk with a copy of the V5 which details the Reg No and the name and address of the Registered Keeper.

A resident's permit will allow parking overnight.

b) Permits linked to a resident's address

Download a Residents application form located on the front page of the St Mewan Parish Council website at www.stmewanparishcouncil.gov.uk. Complete the application form and email deputyclerk@stmewanparishcouncil.gov.uk. Permits will only be valid till midnight. Overnight parking will not be valid.

c) Work Vehicles

Download a Residents application form located on the front page of the St Mewan Parish Council website at www.stmewanparishcouncil.gov.uk. Complete the application form and email deputyclerk@stmewanparishcouncil.gov.uk with a copy of the V5 which details the Reg No and the name and address of the Registered Keeper.

If the keeper does not match the residents name and address an official letter on headed paper confirming the name and address of the user of the works vehicle is also required.

d) New Resident and/or New/Change of Vehicle

Download a Residents application form located on the front page of the St Mewan Parish Council website at www.stmewanparishcouncil.gov.uk. Complete the application form and email deputyclerk@stmewanparishcouncil.gov.uk with a copy of the vehicle section part V5C with the alteration written on, permit will

then be issued. Please note a copy of the new V5 will be required within 14 days. Failure to provide the V5 will result in the permit being revoked.

2. To apply for a Visitor Permit: –

Download a Visitors application form located on the front page of the St Mewan Parish Council website at www.stmewanparishcouncil.gov.uk Complete the application form email deputyclerk@stmewanparishcouncil.gov.uk with a copy of the V5 which details the Reg No and the name and address of the keeper.

3. Lease/Hire Car which requires overnight parking

Download a Residents form if you are resident or visitors form if you are visiting located on the front page of the St Mewan Parish Council website at www.stmewanparishcouncil.gov.uk. Complete the application form specifying the dates of hire and include an image/copy of the hire company agreement which must include the vehicle reg no and name of hirer and email deputyclerk@stmewanparishcouncil.gov.uk

The permit will only apply to the dates given on the hire agreement.

- 4.** Groups to apply for number of permits required on Visitor Application Form, with name of group/ association day and time of meeting. Permits will only be valid for this day and time.

5. Annual Renewals

Existing permit holder application forms are kept on file; therefore, we only require a copy of the vehicle V5 which details the Reg No and the name and address of the Registered Keeper. Ensure you indicate your existing permit number to issue a new permit.

Conditions

- For a permit to remain valid the vehicle must be in a roadworthy condition which includes a valid MOT, Insurance and Road Fund Licence to comply with the approved Parking Order. If not, this will invalidate your permit and a fine may be issued.
- No permit will be issued unless payment is received (no permit will be issued if payment is received but other parts of the process have not been fulfilled)
- It is the responsibility of the permit holder to display a valid permit. Failure to do so could result in a parking fine. Please note parking enforcement is contracted out and the Parish Council has no powers over enforcement
- All vehicles must be parked within the lined spaces despite a permit being issued. Failure to do so could result in a parking fine. Please note parking

enforcement is contracted out and the Parish Council has no powers over enforcement

- No vehicle will be permitted over 2.6m in height
- A form to be completed for each permit required, limited to 1 per person/annum. Additional permits at council's discretion
- Please note your details provided on the application form will be checked against the Electoral Register.

Data Protection and Privacy Notice

This notice sets out the basis on which we collect, use and disclose your personal data during the process and your rights within the process.

The Council collects your name, address and contact details, including email address and telephone number. Officers and Councillors will have access to the data.

The Council takes the security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed.

Your data will be destroyed if you no longer require a permit.

You are under no statutory or contractual obligation to provide data to the Council during this process. However, if you do not provide the information, St Mewan Parish Council will not be able to process your permit application.

If you require any further information, please refer to the council's Privacy and Data Protection Policy at www.stmewanparishcouncil.gov.uk.

Payments

Payments are to be made via BACS to St Mewan Parish Council, Account No: 60-83-01: Account No: 20384890. Please ensure you enter your vehicle registration number on the reference.

No refunds or credit notes will be given. Please ensure you wait for permit approval before making payment.

General Information

It is the applicant's responsibility to ensure that the registration number on the application form matches the V5 or V5C. Any inaccuracies could result in a delay issuing your permit

It should be noted that a permit does not guarantee a space, it just allows you to park in the car park.

Applicants should ensure all vehicles meet the criteria listed in the Parking Order

Please ensure you wait until you have received your permit before parking in Sticker Car Park or you may be fined.

Applications are processed normally within 5 working days. Permits will be issued at the discretion of the Parish Council.

You will be informed via email when your permit is ready for collection.

Anyone who is unable to complete, print or pay please contact the email address provided or telephone 07749 246925/07464 350837

5 Permits for local businesses

Details of the approved Parking Order can be found at www.stmewanparishcouncil.gov.uk

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