

Application for a Virtual (paperless) Car Park permit (complete all sections fully)

PLEASE READ GUIDANCE NOTES OVERLEAF
USE BLOCK CAPITALS

**Central
Bedfordshire**

1. APPLICANT DETAILS

Title:.....Forename(s):.....

Surname:.....

Home Address:.....

.....Post Code.....

E mail address:.....

Mobile number:.....

Daytime Telephone:.....

Place of Work:

Address:.....

2. VEHICLE DETAILS

Registration No:.....

Make:.....

Model:.....

Colour:.....

3. CAR PARK (PLEASE TICK ONE)

Ashton Square, Dunstable	
Grove Park, Dunstable	
Matthew Street, Dunstable	
Priory Gardens, Dunstable	
Regent Street, Dunstable	
St Mary's Gate, Dunstable	
West Street, Dunstable	
Westfield Road, Dunstable	
Baker Street L/Buzzard	
Duncombe Drive, Leighton Buzzard	
Hockliffe Street, Leighton Buzzard	
West Street (Multi-Storey), L/Buzzard	
New Road, Linslade	

NB: Market Trader permits are only available for Ashton Square and Duncombe Drive.

4. PERMIT TYPE (PLEASE TICK ONE)

NHS Staff 12 months only (hard copy only – not available online)	£193		
SLL Dunstable Leisure Centre Employees 12 months only (hard copy only-not available online)	£289.50		
Market Trader 12 months Tues, Wed, Fri, and Sat Please circle days of trading	1 day £64 2 days 128 3 days 192		
Business 12 months	£386		
Business 3 months	£129		
Business 1 month	£52		
Employee 12 months	£386		
Employee 3 months	£129		
Employee 1 month	£52		

5. PERMIT DATE

All permits start from the date of payment unless forward date requested. Please specify the date you wish your permit to START.

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6. PAYMENT

I enclose a cheque payable to **Central Bedfordshire Council** £.....

OR

Please telephone the office to make card payment except American Express

Please send this form to:

Central Bedfordshire Council, Council Offices,
Watling House, High Street North, Dunstable LU6 1AE

Endorsement for Market Traders

Market Manager's Name.....

Signature.....

Central Bedfordshire Council

Parking Services

The Council Offices

High Street North, Dunstable

Bedfordshire LU6 1LF

Telephone 0300 300 8005

Email parking@centralbedfordshire.gov.uk
www.centralbedfordshire.gov.uk

7. Data Protection

Central Bedfordshire Council is registered under the General Data Protection Regulation (GDPR) 2016 and subsequent data protection legislation (i.e. Data Protection Act 2018) for the purpose of processing personal data in the performance of its legitimate business. Any information held by the Council will be processed in compliance with the six principles of the GDPR. The information will be secured securely with access limited.

This authority is under duty to protect the public funds it administers, and to this end may use the information you have provided on this form within this authority for the collection of funds and the prevention and detection of fraud. We may also share this information with other bodies e.g. Imperial Civil Enforcement Solutions Ltd (ICES) and Equita Ltd, administering public funds solely for these purposes. If you are unhappy with your information being shared you can under certain circumstances ask for it not to be shared or be deleted. Contact the information governance team for more information.

To view our privacy notice www.centralbedfordshire.gov.uk/data

GUIDANCE NOTES

1. **Transfers** are not allowed. Permits are only valid when used by the named applicant on the specified vehicle(s) in the designated car park. Any change of vehicle must be notified to the Parking Office immediately. Requests to change car park will normally only be actioned at renewal time and are subject to availability.
2. **Commercial** or **Employee** permits are available to any **Owner** or **Employee** of businesses without off-street parking for their vehicle. For the town centre car parks the business premises must be in central Dunstable or central Leighton Buzzard. For Westfield Road car park, Dunstable, the business must be located in High Street North, Westfield Road or Tavistock Street. For New Road car park, Linslade, the business must be located in Old Road, New Road or Wing Road, Linslade. Baker Street car park, the business must be located in North Street, Baker Street and Church Street. They are only valid in the designated spaces (yellow bays in non-barrier controlled car parks). All applications and renewals must be supported by written confirmation on headed business notepaper with an authorised signature. Businesses operating from residential premises (i.e. with no specific planning permission) are not eligible for these types of permit.
3. **Market Trader** permits are available to any trader on Dunstable or Leighton Buzzard charter markets. All applications and renewals must be endorsed by the Market Manager. They are only valid on market days in the designated areas (red bays) of Ashton Square or Duncombe Drive car parks.
4. **Surrender** of a permit no longer required will result in a pro-rata refund in respect of each complete unused month remaining at the time of receipt, less an administration fee of £5.
5. It is the permit holder's responsibility to ensure that their **renewal**, including payment, is received in good time. Vehicles displaying an expired permit may be issued with a Penalty Charge Notice. If a renewal has not been received within seven days of the date of expiry and there is a waiting list for that car park then the vacancy may be offered to somebody else.
6. All rates and prices quoted include VAT. Receipts will be provided on request.