

# Parking Permit and Season Tickets

**Please Select Appropriate Option:**

⇒ **Additional Vehicle**   
 (when applying for a new permit)

⇒ **Change to existing permit**

1. Name.....  
 2. Current Address .....  
 3. Current Postcode .....

**Where changing details:**

4. Permit Number .....  
 5. Address on Permit\*.....  
 6. Postcode on Permit\*.....

\*if different to current address and postcode

**7. Details of all vehicles to be shown on permit:**

Vehicle 1  
 Vehicle Registration:   
 Vehicle Manufacturer: .....  
 Vehicle Colour: .....  
 CO<sub>2</sub> emissions: .....g/km CO<sub>2</sub>

Vehicle 2  
 Vehicle Registration:   
 Vehicle Manufacturer: .....  
 Vehicle Colour: .....  
 CO<sub>2</sub> emissions: .....g/km CO<sub>2</sub>

Vehicle 3  
 Vehicle Registration:   
 Vehicle Manufacturer: .....  
 Vehicle Colour: .....  
 CO<sub>2</sub> emissions: .....g/km CO<sub>2</sub>

Vehicle 4  
 Vehicle Registration:   
 Vehicle Manufacturer: .....  
 Vehicle Colour: .....  
 CO<sub>2</sub> emissions: .....g/km CO<sub>2</sub>

**I confirm I have enclosed the following (Please tick):**

- Administration Fee (if applicable)
- Car Registration Document (if applicable)
- Letter from Registered Owner (if applicable)
- Proof of Residency (if applicable)

**I have read, understood and agree to abide by the regulations for the issue of a parking permit listed overleaf:**

**Print:**

**Signed:**

**Date:**

## **Additional Vehicle (when applying for a new permit)**

1. As a “Additional Vehicle” form when applying for a permit, this form **must** be submitted alongside the permit application.
2. If this form is submitted separately it will be treated as a “change to existing permit” for which a administration fee of £5 will apply
3. Where relevant, to qualify for a low emissions discount all vehicles must meet requirements
4. In all cases the car registration document(s) or letter(s) from registered owner will be required
5. Vehicles must meet all regulations set under relevant parking orders

## **Change to existing permit**

1. A change to an existing permit will be subject to a administration fee of £5
2. Whenever a change is made to a permit, you will be required to show proof of residency.
3. Whenever a change is made to a permit, you will be required to show proof in the form of car registration document(s) or letter(s) from registered owner(s) for all vehicles being added and remaining on the permit.
4. Where relevant, to qualify for a low emissions discount all vehicles must meet requirements
5. In all cases the car registration document or letter from the registered owner will be required
6. Vehicles must meet all regulations set under relevant parking orders
7. Current permits must be returned for any amendments to take place

## **Privacy Notice**

### **Why are we asking for your personal information?**

We require your personal data to provide you with the parking permit you have applied for and to contact you before its expiry so that we may provide you the option to renew. We cannot process your parking permit application or renewal unless you provide this personal information. If you do not or if you refuse to allow us to share information we will not be able to carry out the service for you and cannot be held responsible for any consequences to you of it not being carried out, for example, you will not receive the permit you applied for. We may automate decisions and will inform you if we have done this as soon as reasonably practicable and provide you with access to our Data Protection Policy.

You hold the following rights with regard to the personal data you provide us:

- Right to Access - You have the right to access (receive a copy) of your personal data and supplementary information.
- Right to Rectification - You have the right to have any inaccurate or incomplete personal data rectified.
- Right to Erasure - You have the right to request the erasure of your personal data so long as it's processing is no longer necessary for the purposes for which it was obtained or unlawfully obtained (non-exhaustive) or the information is required for a legal obligation or if it is needed to defend a legal claim.
- Right to Data Portability - You have the right to request your personal data which you have provided to us to be supplied in a 'structured, commonly used and machine readable format (e.g. CSV). You may request that this information is supplied directly to another data controller on your behalf.
- Right to Restriction - You have the right to request a restriction of the processing of your personal data in situations where it is inaccurate, unlawful, and no longer needed for the purposes for which it was originally collected, or if a withdrawal of consent has been made.

### **Sharing your information**

We may share and process the personal data and information you provide within this council or to the Courts to prevent and detect fraud in any of our systems and may supply information to government agencies, credit reference agencies, audit or other external bodies for such purposes. We participate in the government's National Fraud Initiative. If any of the information we have about you is incorrect, please tell us, we are reliant on you assisting us to keep your information accurate and up to date.

### **Retention of your personal information**

We only keep your information as long as necessary, for some items this will be dictated by law. You can find out more by looking at the council's Retention Policy on the website. We do not routinely process any information about you outside the UK. We will not transfer your personal data outside of the EU.

Huntingdonshire District Council is a registered Data Controller with the Information Commissioner's Office. You can find out more about how we handle your data by visiting the council's [Privacy Notice page](#). If you have a query regarding your rights please contact the Data Protection Officer who can be contacted by emailing [infogov@3csharedservices.org](mailto:infogov@3csharedservices.org) or you can write to the council and mark your letter for the attention of the Data Protection Officer. Alternatively you can call 07864 604221 or 01954 713318. You have the right to lodge a complaint with the Information Commissioner's Office (ICO) should you believe any part of this statement to be unlawful.