

CARER PARKING PERMIT

- Residents who require regular care may apply to Northamptonshire County Council for the issue of a permit to allow parking for their carers within the permit parking bays in a particular zone.
- Carers visiting properties within permit zones on an ad-hoc basis should make use of the limited waiting bays available and comply with the restrictions in place as in many cases this will be sufficient for their needs.
- A supporting letter from the resident's Doctor or Social Services is required for an application under these terms and **must** detail the level/frequency of care needed including the visit times.
- The permit is valid for up to **one year** and incurs an **annual fee of £10.00** to cover the cost of administering the applications.
- Applications will **NOT** be considered where a designated carer resides with the resident who is receiving care and in these circumstances, a full residents' permit should be purchased.
- Carer permits are NOT a substitute for a residents permit, should the carer also reside within a permit zone.
- The permit is **NOT** vehicle specific and may therefore be transferred between vehicles. These permits will be carefully monitored and any suspicions of misuse will be dealt with accordingly and may result in the revocation of any or all permits at that address and may also affect any future applications.
- Although the permit is held by the resident and not the carer, any Penalty Charge Notice issued will be the responsibility of the registered keeper of the vehicle in question so visitors/carers should familiarise themselves with any parking restrictions in place before leaving their vehicle.
- Permit renewal reminders will **NOT** be issued and approval for a permit does not automatically entitle the holder to a renewal. The necessary application/proof will be required at each time of application.
- Any permits that are no longer required should be returned to Northamptonshire County Council for cancellation.
- Issue of these permits is strictly limited and at the discretion of Northamptonshire County Council, who reserve the right to cancel the permits or modify their conditions of use without notice.

- Replacement permits – an administrative cost of **£7.50** will be charged (lost, stolen, damaged, undelivered etc) – Penalty Charge Notices will be issued to any vehicle displaying a permit already reported as such. In order to minimise potential fraudulent use of the scheme, limitations on duplicate/replacement requests may apply.
- Applications to be made on-line or by completing the application form and posting/emailing as per the details on the form.
- 5 working days (on-line applications) or 14 working days (postal/emailed applications) notice required to process applications.
- Permits cannot be used if:
 - A vehicle exceeds 1525kg unladen weight or 3500kg gross weight, 5.5 metres in length/2 metres in width.
- Carers must NOT park in a parking permit bay/zone until they have received the permit from the resident they are caring for and have clearly displayed it in their vehicle.
- Permits must be displayed in the vehicle ensuring all the written details on the permit are **clearly visible** through the windscreen at all times. **Failure to comply may result in a Penalty Charge Notice being issued.**
- Carers using the carer permit are reminded to check the signage prior to leaving their vehicle, in particular limited waiting bays.
- It is the holder's responsibility to ensure that their permit is renewed prior to the expiry date printed on the permit. No grace period will be given once the permit has expired and a Penalty Charge Notice may be issued.
- If a card payment is charged back or a cheque dishonoured at any time then the permit becomes invalid from the notification date from the credit/debit card company/ bank and a Penalty Charge Notice may be issued to a vehicle displaying the invalid permit.
- Payments accepted via cheque, postal order (**postal applications**), credit and debit card (**on-line applications**) (Visa, Mastercard, Switch/Maestro and Solo) **Please do NOT send cash.**
- Permits are posted via 2nd class post and applicants are reminded that we no longer offer a front facing service so document drop-off or permit collection etc are regrettably no longer permitted and such applications may be refused unless the correct protocol has been followed.
- The Council reserves the right to check the particulars of any permit application at any time and may withdraw a permit 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.**