

COURTESY CARS

- Where a residents' car is away for repair and a courtesy car is in use, the courtesy car **must** still be covered by a valid permit when parked in an area designated for permit holders.
- The permit on display must **NOT** be the permit registered to the vehicle that is away for repair as the vehicle registration does not match and if seen displayed in a vehicle will receive a Penalty Charge Notice.
- A resident should contact the Permit Office as soon as possible on 0845 680 0153* to advise of the situation and depending on the circumstances will decide if dispensation is granted to allow the vehicle to park within the permit zone.
- Residents should not assume that they can use their Visitors Parking Permit in such circumstances as this is deemed misuse of the scheme and if observed, a Penalty Charge Notice would be issued. Written permission is required from Northamptonshire County Council to allow use of the Visitors Parking Permit.
- If the Courtesy Car is in use by the resident for a period in excess of 4 weeks then the resident would need to apply to change the vehicle details recorded on their residents permit and the administration fee of £7.50 would apply. Further details regarding change of vehicle can be found by following the relevant link on the permit pages.
- In all cases, a copy of the signed Courtesy Car paperwork/agreement will be required before permission to park is granted.
- Dispensation will not be granted if:
 - A vehicle exceeds 1525kg unladen weight or 3500kg gross weight, 5.5 metres in length/2 metres in width.
 - Relevant paperwork is not received.
- If written permission is given to use the Visitor permit then this 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.**
- Administration fee - 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.

- 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.**

*Calls cost 4 pence per minute, plus your phone company's access charge