

## GENERIC PARKING PERMIT

There may be occasions where a bona fide need exists for a generic permit to be issued to users that do not fit within a typically defined category.

- Any requests should be directed to the permits office by emailing [permits@northamptonshire.gov.uk](mailto:permits@northamptonshire.gov.uk) for consideration.
- An annual fee of £10.00 will be charged to cover the cost of administering the applications.
- The permits office may request specific information or the completion of an application form which would include the request of particular information relevant to their request to help officers determine eligibility for a permit. Due to the varied and broad applications, it is not possible to list specific criteria as each application will be dealt with on its own merit.
- If your permit request is approved then you may be directed to apply and pay for your permit on-line.
- 5 working days (on-line applications) or 14 working days (postal/emailed applications) notice required to process applications once the applicant has been invited to apply.
- Permits cannot be issued if:
  - A vehicle exceeds 1525kg unladen weight or 3500kg gross weight, 5.5 metres in length/2 metres in width.
  - Incomplete documents are received.
- 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.
- Permits are vehicle specific and not transferrable between vehicles unless written permission for a non-vehicle specific permit has been provided by Northamptonshire County Council in exceptional circumstances and solely at the discretion of the local authority.



- Any abuse of the scheme will result in permits being invalidated and withdrawn and future consideration for the organisation or individual may not be considered.
- 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.
- Applicants must **NOT** park in a permit bay/zone until they have received their new permit 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.**
- Permit holders are reminded to check the signage prior to leaving their vehicle, in particular limited waiting bays
- It is the holders 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.
- Change of vehicle – proof will be required to show that the applicant is the registered keeper of the vehicle. However, the old permit **must** be returned prior to processing the request together with the administration fee of £7.50. Failure to return the permit will result in the request being treated as a new application, the normal documents will be required and the usual new application fee charged
- Company vehicles – letter required on company headed paper stating the address that you are keeping the vehicle and also must include full vehicle details and the start and end dates for the period the permit is required. Company vehicles **MUST** comply with the size and weight guide stated above.
- 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 2<sup>nd</sup> 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.**