

HEALTH WORKER PARKING PERMIT

- Large organisations, such as hospitals, may apply for and be issued with a permit valid for **all zones** within the area, for use by their staff whilst on official business.
- Permits will be valid for up to **one year** and will incur an **annual fee of £10.00** to cover the cost of administering the applications.
- 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.
- Applications should NOT be made by the individual but by the employer.
- Applications should include a letter (on letterhead) confirming the full name and address of the person the permit is for, details of the vehicle including make, model and colour and also a copy of the vehicle registration document proving that the vehicle is registered to that person. **The application must also explain the nature of the work being undertaken by the individual including an accurate number of visits to residential properties per week carried out and the operational hours of the organisation/visits.**
- Permits are vehicle specific and not transferrable between vehicles.
- Healthcare workers 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.
- 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.
- Health Worker permits are NOT a substitute for a residents permit, should the applicant also reside within a permit zone.
- Any permits that are no longer required should be returned to Northamptonshire County Council for cancellation.
- Any abuse of the scheme will result in permits being invalidated and withdrawn and future consideration for the organisation or individual may not be considered.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.

- 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 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
 - Maximum number of permits have been issued (e.g. two residents permits already registered at the property).
- Permit holders 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 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.
- 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 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.**