



The Parking Shop  
Suite 1  
Forster House  
Forster Business Centre  
Framwellgate Moor  
DH1 5HL

## County Durham Controlled Parking Area Application Form Construction Permit

Please read 'Conditions of Use' and complete the following, where applicable.

Please use black or blue pen and print in CAPITAL LETTERS.

**1 Applicant Details Mr/Mrs/Ms/Miss (delete as applicable)**

Full Name (inc. Company Name).....  
Address.....  
.....  
Postcode.....  
Telephone Number.....  
Email Address.....

**2 Address where work is to be carried out**

Address.....  
.....  
.....  
Postcode.....

### 3 Permit Type

Permits are only issued in permit holder only areas (not pay and display bays) and are zone specific.

Up to two Construction Permits are allowed for up to one month in any 12 month period.

I wish to apply for: (please tick as appropriate)

#### Construction Permit – 1<sup>st</sup> Permit

1 week	<input type="checkbox"/>	£20.00
2 weeks	<input type="checkbox"/>	£40.00
3 weeks	<input type="checkbox"/>	£60.00
4 weeks	<input type="checkbox"/>	£80.00

#### Construction Permit – 2<sup>nd</sup> Permit

1 week	<input type="checkbox"/>	£20.00
2 weeks	<input type="checkbox"/>	£40.00
3 weeks	<input type="checkbox"/>	£60.00
4 weeks	<input type="checkbox"/>	£80.00

Permit Start Date .....

### 4 Application/Payment Options

By post: Please send completed application form and cheque payment to The Parking Shop, Suite 1, Forster House, Forster Business Centre, Framwellgate Moor, Durham, DH1 5HL. Please make cheque payable to '**NSL Ltd**'. Please do not send cash or credit/debit card details in the post.

In person: At The Parking Shop, Suite 1, Forster House, Forster Business Centre, Framwellgate Moor, Durham, DH1 5HL. Opening hours are Monday to Friday 8am to 6pm. Payments may be made by cash, credit/debit card or cheque/postal order made payable to '**NSL Ltd**'.

By telephone: Please ring 0191 384 6633 and have your credit/debit card details ready (if paying by phone you do not need to complete an application form).

### 5 Declaration

I declare that the information provided with this application is correct and that I agree the permit will be withdrawn should conditions of use be contravened.

Signature ..... Date .....

I confirm receipt of my permit.

Signature ..... Date .....

## CONDITIONS OF USE

### Construction Permit

Construction permits will only be issued by the Parking Shop to building contractors undertaking work at a residential property within the CPZ. The permit costs either £20 per week or £80 per month.

The permits are for use in any of the building contractor's vehicles. Permits cannot be used in vehicles weighing over 7.5 tonnes or those longer than 6 metres.

The permit allows builders to park in permit holder only areas (the permit does not apply in pay and display areas).

A maximum of two permits will be issued per residential property for a maximum period of one month in any twelve month period. An extension may be offered at the discretion of the Parking Manager where the building project is subject to planning permission.

Construction permits are zone specific and cannot be used in any other zone other than the zone in which the residential property is located.

The permit can be purchased in person at the Parking Shop, or alternatively payment can be made by telephone or post and the permit can be sent out by post.

### Lost/Stolen Permits

All lost or stolen permits must be reported immediately. Lost or stolen permits will be cancelled and replacements charged at £10.00 per permit.

### General Conditions

1. The Council has the right to withdraw or cancel a permit at any time. You will be notified of the withdrawal or cancellation in writing at the address shown on your application. The permit will be invalid three working days after notification in writing is posted.
2. The permit will become invalid and must be returned if:
  - a) you move from the area;
  - b) where circumstances change since the application such that the permit is not in compliance with the requirements of the Conditions of Use;
  - c) where it appears there has been abuse of the system for the advantage of the resident, or others or for financial gain.

A quarter of the annual fee may be refunded for every whole quarter for which the permit would remain valid.

3. The permit must be displayed conspicuously in the windscreen of the vehicle so it is clearly visible from the outside.
4. Any unauthorised alterations to the permit will render it invalid.
5. Permits will not be issued for passenger/goods vehicles weighing over 7.5 tonnes or those longer than 6 metres.
6. You must produce evidence that you are entitled to a permit when asked to do so by a representative of the Council.
7. You must obey the law relating to parking and obstruction of the highway. A permit is only valid in areas designated for permit parking. Any penalties incurred for parking on yellow line restrictions, disabled bays or loading bays are the responsibility of the vehicle owner/registered keeper.
8. Where an Authorised Officer of the Council has reasonable cause to believe that a permit(s) issued in accordance with these conditions has been wrongly acquired or not used in accordance with these conditions or there was intent to deceive, the officer may invalidate a permit(s) issued to the residence. This includes (but is not limited to) the use of a visitor permit when the vehicle is not being used for the purpose of visiting a property within the CPA.
9. If action is taken following a breach of these conditions, a resident may make a representation to the Durham County Council's Parking Manager for a review of their case.

10. Abuse or continued misuse of a permit(s) will result in suspension of issue of further permits and the right to reapply will be reviewed annually.
11. By purchasing and using a permit(s) the holder(s) accept(s) these Conditions of Use.
12. Applicants are advised that the data held by Durham County Council in respect of their permit may be used for cross-system and cross authority comparison purposes for the prevention and detection of fraud. For further information see <http://www.durham.gov.uk/article/2535/National-Fraud-Initiative>
13. Data Protection Act 2018 –
  - Durham County Council complies with all relevant statutory obligations. Personal information processed by the Council will be handled in accordance with the Council's privacy statement, which can be accessed here <https://www.durham.gov.uk/dataprivacy>.
  - Parking Services' privacy notice provides more specific information on the data collected and how it is handled, a copy of which can be accessed here <https://www.durham.gov.uk/media/24844/Privacy-notice-parking/pdf/PrivacyNotice-Parking.pdf>.
  - If you have any concerns about how your data is handled, please contact either the Data Protection Officer at [DPO@durham.gov.uk](mailto:DPO@durham.gov.uk) or the Information Commissioner's Office [casework@ico.org.uk](mailto:casework@ico.org.uk).

**The issue of a permit does not reserve or guarantee the availability of a parking space.**