



# Discretionary Parking Permit Guidance Notes and Application Form

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Discretionary Permits are issued at the discretion of Bedford Borough Council to voluntary organisations if the permit will be beneficial to the operational needs of the organisation when located and operating within the Bedford Controlled Parking Zone (CPZ).

The organisation must receive funding from Bedford Borough Council in order to be eligible to apply and the relevant documentation to show the funding must be supplied with this application.

**Each organisation is entitled to only one permit. Consequently, it must ensure that the permit is surrendered to the Council when the member of staff to whom the permit has been issued leaves the organisation.**

**The permit must not be used by employees for parking at or near their place of work.**

**Each permit costs £5 and is currently valid until November 2022.**

completed it will be returned to you and may delay the issue of the permit.

The vehicle registration and expiry date will show on the face of the permit and is not transferable between vehicles. If the vehicle is changed, a new application form will need to be completed and submitted with supporting documentation (proof of employment is not required for a change of vehicle). If the permit is lost or mutilated, the Administrator should inform the Council immediately in writing. An administrative charge will be made for each of these services.

The permit must be surrendered if:

- The employee to which the permit was issued leaves the organisation
- The vehicle for which the permit was issued changes ownership
- The organisation ceases to operate

The permit allows the vehicle to park for **up to 2 hours** within a marked pay-and-display or permit-holder bay within the Controlled Parking Zone. It is not permitted to return the vehicle to the same street within one hour of leaving the bay.

The permit does not allow the vehicle to be parked on:

- yellow lines;
- footways;
- verges;
- across an access;
- in private and Council car parks;
- in taxi ranks;
- Designated Blue Badge bays
- loading bays.

If you park in these areas, you risk being issued with a Penalty Charge Notice. Currently the charge is up to £70 reduced to 50% if paid within 14 days.

The permit may be revoked if the Council has reason to believe that it is not being used in accordance with the regulations. The Council also reserves the right to ask for further proof to establish the way in which a permit is being used; this may include checking with another official body.

Please return to Bedford Borough Council, Parking Services, Borough Hall, Cauldwell Street, Bedford MK42 9AP. Should you have any queries when completing the form, please contact Parking Services at [parking.services@bedford.gov.uk](mailto:parking.services@bedford.gov.uk)

OFFICIAL USE ONLY	Date Issued		Permit Number	
	Documents checked		Payment method	
	Authorised by		Amount paid	
	Actioned by			

# Discretionary Permit Application

Please read the guidance notes carefully before completing this application form. Parts 1 to 5 of this form should be completed in **BLOCK LETTERS**.

## PART 1 - PERMIT REQUIRED

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- Discretionary Parking Permit (1st Permit) £5
- Change of vehicle details £5  Old Permit returned
- Duplicate Permit (Original Lost / Mutilated) £10

Please explain why permit has not been returned:

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### AMOUNT ENCLOSED: £

Cheque: Please make payable to Bedford Borough Council

Debit / Credit Card: Please provide a contact number and we will ring you for your card details.

## PART 2 - ORGANISATION DETAILS

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Name of Organisation .....

Contact Name .....

Bedford address .....

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..... Postcode .....

Telephone Number .....

Email address .....

Purpose of Organisation .....

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

**PART 3 - ENCLOSURES (please refer to sections D & E of the guidance notes)**

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Proof of Employment

Proof of vehicle ownership or proof of new vehicle to change existing permit record:

- Vehicle registration document (V5C)
- Old Permit returned

**PART 4 - VEHICLE DETAILS / NEW VEHICLE DETAILS**

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Vehicle Registration Number .....

Make .....

Model .....

Colour .....

Registered Keeper's Name .....

Registered Keeper's Address .....

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..... Postcode .....

**PART 5 – USE OF PERMIT (Please explain how the permit would be used)**

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**PART 6 - DECLARATION - TO BE SIGNED BY THE APPLICANT**

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I hereby certify that the information I have provided is correct. I have read and understood the conditions of use relating to the issue and use of the permit and certify that:

- The member of staff will not use the permit for parking at or near their place of work;
- The permit will be surrendered to Bedford Borough Council in the event that the organisation ceases to operate;
- The permit will be surrendered to Bedford Borough Council in the event that h member of staff leaves the organisation;
- The permit will be surrendered to Bedford Borough Council in the event that the vehicle for which the permit was issued changes ownership.

It is an offence for a person to knowingly make a false statement for the purposes of obtaining a Discretionary Parking Permit. The Council will not hesitate to prosecute and a conviction will result in substantial penalties.

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