

Somerset West and Taunton Council

General Parking Permit Application

Parking permits are available from the date of application and offer a saving over normal parking fees. Whilst a parking space cannot be guaranteed, permits offer a substantial saving to regular car park users, and the convenience of not having to find change for pay and display machines.

How to Apply

Using the table on the next page, please choose the permit you wish to purchase, complete the application form and return together with the appropriate payment to:

Somerset West and Taunton Council, PO Box 866, Taunton, TA1 9GS

Payment for your parking permit can be made by cheque or postal order and should be made payable to '**Somerset West and Taunton Council**'. Should you wish to make payment by cash or debit/credit card, you should visit our office together with your completed application form. You may also make a payment over the telephone with **Customer Services** on **0300 304 8000**.

We are unable to process **new** or **change of vehicle permit** applications over the telephone.

Please note, we aim to process permit applications within 5 working days from receipt of your application, however, this may be longer during busy periods. Failure to fully complete the application form may result in it being returned for completion and this will delay your parking permit.

If you have any queries relating to a parking permit, please contact **Customer Services** on **0300 304 8000**. This document can be made available in large print, Braille, tape format or in other languages on request. Please ask our **Customer Services** team for details.

Somerset West and Taunton Council
Permit Charges from 01 May 2018

CAR PARKS	Named Display of permit is valid for one registered vehicle within one of the car park areas listed below		District Display of permit is valid for use in one registered vehicle in all the car parks listed below		Business Display of permit is valid for use in any vehicle in all the car parks listed below		Before 10.00am	Weekly*	Shopper Short Stay 2hr maximum See T&Cs
	6 months £150.00	12 months £195.00	6 months £170.00	12 months £300.00	6 months £210.00	12 months £385.00	6 months £25.00	7 days £25.00	12 months £40.00
MINEHEAD									
Quay West	✓	✓	✓	✓	✓	✓	✓	✓	✓
Warren Road Upper	✓	✓	✓	✓	✓	✓	✓	✓	✓
Clanville	✓	✓	✓	✓	✓	✓	✓	✓	✓
Alexandra Road	✓	✓	✓	✓	✓	✓	✓	✓	✓
North Road	✓	✓	✓	✓	✓	✓	✓	✓	✓
PORLOCK									
Porlock Central	✓	✓	✓	✓	✓	✓	✓	✓	✓
DUNSTER									
Dunster Steep	✓	✓	✓	✓	✓	✓	✓	✓	✓
Park Street	✓	✓	✓	✓	✓	✓	✓	✓	
WILLITON									
Williton Central	✓	✓	✓	✓	✓	✓	✓	✓	✓
WATCHET									
Anchor Street			✓	✓	✓	✓	✓	✓	✓
Market Street			✓	✓	✓	✓	✓	✓	✓
Harbour Road	✓	✓	✓	✓	✓	✓	✓	✓	
Swain Street			✓	✓	✓	✓	✓	✓	
West Pier			✓	✓	✓	✓	✓	✓	✓
DULVERTON									
Exmoor House			✓	✓	✓	✓	✓	✓	✓
Lion Stables	✓	✓	✓	✓	✓	✓	✓	✓	✓
Guildhall			✓	✓	✓	✓	✓	✓	✓

*Please contact Pay by Phone to book a weekly parking session either by telephone 01823 220185 or download the free mobile app. For more information, please visit the Pay by Phone website www.paybyphone.co.uk

Parking Permit Terms and Conditions

Exempt Car Parks

Parking permits are not valid in the following locations:

1. Summerland car park, Minehead.
2. Doverhay car park, Porlock – Except Doverhay permit holders.
3. Parsons Street car park, Porlock – Except Parsons Street permit holders.

General Terms and Conditions

1. Permits are **only** valid in the car park or area to which they have been issued.
2. Only **one** registered vehicle is permitted on all parking permits and **not** transferable (except Business District).
3. Vehicles **must** park wholly within a parking bay.
4. Parsons Street permit holders' vehicles **must be** parked in the allocated parking bay.
5. Permits are **not** available to vehicles whose size would prevent parking wholly within a standard parking bay or to vehicles with a revenue weight exceeding 3,050kg.
6. Permits are **not** valid in any limited waiting bay or a restricted parking bay. Blue Badge holders displaying their Blue Badge are permitted to park in disabled bays.
7. Permits **do not** guarantee you a parking space in any location (except Parsons Street). Therefore, it is in your interest to report any suspicious circumstances to us to support our efforts to combat permit fraud.
8. Use of a permit is subject to compliance with the provisions of the West Somerset Council parking orders and remain the property of West Somerset Council.
9. Should we find that a permit issued to you is being used fraudulently, we will cancel the permit with no refund or replacement.
10. Permits **must be** clearly displayed and carefully secured in the front windscreen of the specified vehicle at all times. Failure to display a valid parking permit could result in a **Penalty Charge Notice** being served for which you may be liable.
11. All other parking conditions in the car park(s) must be adhered to. Please see the tariff boards in the car parks for more details
12. Should you wish to change the vehicle registered to your permit, please report this to the Parking Office and a "Change of Vehicle" application will need to be submitted. All change of vehicle applications require a £10.00 administration fee. The Council will not refund any parking costs accrued within this time.

Shopper Short Stay Permit Conditions – In addition to conditions listed above.

1. Permits are valid for **12 months only**.
2. The Time Clock **must be** clearly displayed in the vehicle's front windscreen and ensure all details are properly visible for inspection.
3. A maximum stay of 2 hours per day is permitted.
4. A Shopper Short Stay permit can **only** be used in the car parks listed.
5. No refund will be given if the permit is no longer required.
6. No reduction for a part year purchase is allowed.
7. An administration fee of £10.00 will be chargeable for any lost clock.

If you have any queries in relation to a parking permit, please contact Customer Services on 0300 304 8000

PARKING PERMIT APPLICATION FORM

Please complete in BLOCK capitals and write clearly. Complete all sections fully as an incomplete application may cause a delay in processing your application

✓	Application Type (Please tick as appropriate).	
	New Application	
	To renew an expired permit	
	Change of vehicle (Previous permit MUST be returned with this application)	£10.00 fee applies
	Lost, stolen or damaged permit	£10.00 fee applies

Personal Details			
Title:		Full Name:	
Address & Postcode:			
Home Telephone:		Mobile:	
Email Address:			
Vehicle Registration Mark (VRM)	Vehicle Make	Vehicle Model	Colour
Class of Vehicle	Revenue Weight	Engine Size	Fuel Type

✓ Tick	Permit Type	Duration	Price
<input type="checkbox"/>	Named (Add car park) _____	6 months	£150.00
<input type="checkbox"/>	Named (Add car park) _____	12 months	£195.00
<input type="checkbox"/>	District (restricted to one VRM)	6 months	£170.00
<input type="checkbox"/>	District (restricted to one VRM)	12 months	£300.00
<input type="checkbox"/>	Business District	6 months	£210.00
<input type="checkbox"/>	Business District	12 months	£385.00
<input type="checkbox"/>	District Pre 10.00am	6 months	£25.00
<input type="checkbox"/>	Shopper Short Stay (2 hour maximum per day)	12 months	£40.00
<input type="checkbox"/>	Weekly Permit Date Permit to start _____	7 days	£25.00
<p><i>Please contact Pay by Phone to book a weekly parking session either by telephone 01823 220185 or download the free smart phone app. For more information, please visit the Pay by Phone website www.paybyphone.co.uk</i></p>			

OFFICE USE ONLY			
Customer Ref:		Permit No Issues:	
Payment Audit No:		Expiry Date:	
Temporary Permit Ref: (excluding Shoppers)		Date posted:	
		Postage Class:	
		Processed by:	

Declaration

I have read and understood the Terms & Conditions regarding permit use and agree to be bound by them whilst using a parking permit. I will inform the Council of any changes to the details I have provided.

Print Name: _____ Signed: _____ Date: _____

GENERAL DATA PROTECTION REGULATION AND THE DATA PROTECTION ACT 2018

The personal information you provide will be limited to what is required by law or to enable us to provide services to you. In certain circumstances we may need to share your information with other services within the council, outside agencies or organisations. For a more detailed explanation of how the council protects your privacy please view the Privacy Notice on our website or ask for more information.