August 2020

Version 1

RESIDENT parking permits

**Terms and conditions of use**

# General Principles of operation

1. The Council reserves the right to amend these Terms and Conditions of Use without notice and at any time.
2. By applying for or purchasing any type of parking permit, the resident:
* Agrees that all the information that they have given in the application process is correct.
* Accepts and agrees to be bound by and comply with the Terms and Conditions of Use which may be amended from time to time.
* Agrees to be bound by and comply with the relevant Traffic Regulation Order.
1. The maximum number of resident and visitor permits allowed per property will not be increased.
2. The permit is only valid for use in the zone for which it has been issued during the times that the parking scheme is operational.
3. The permit does not guarantee a parking space. Neither does it guarantee that the permit holder will be able to park directly outside of their property.
4. The permitted vehicle can park in the scheme for as long as required on the proviso that the permit is used in accordance with these **Terms and Conditions of Use.**
5. The Council has absolute discretion to revoke and cancel permits without notice, if it believes that the permit has been misused or has been obtained fraudulently.
6. No refunds will be given for unused, unwanted or withdrawn / cancelled permits.
7. Permits are valid from the date of issue until the expiry date unless it has been revoked or cancelled.
8. The vehicle registration document (V5) must be provided together with proof of residency when applying for a permit. The Council may check its Council Tax records to confirm the eligibility of a resident for a permit.
9. A Resident Permit will only be issued where:
* The vehicle is correctly registered with the DVLA at the property.
* The property is located within the residents’ parking scheme and zone in which the permit is required.
* The resident has paid the required fee for the permit.
* The resident has not previously been expelled or had permits withdrawn and cancelled.
1. Permits will no longer be valid if the permit holder no longer lives at the permit address.
2. It is an offence to provide false or misleading information when applying for permits and any individual who does so could be liable for a fine of **£5,000** and / or **imprisonment**.
3. Falsely or fraudulently obtaining or possessing a permit will invalidate the permit.
4. Permits can only be assigned one vehicle registration number at a time.
5. It is the permit holder’s responsibility to ensure that the vehicle registration number assigned to the permit is correct. An incorrect vehicle registration number may lead to the issue of a Penalty Charge Notice and a fine of £70.
6. The permit holder is responsible for renewing the permit in a timely manner.
7. Permits are not valid in car parks or where other parking restrictions apply (e.g. double yellow lines). Vehicles must be parked in accordance with the parking restrictions at all times.

# Permit Misuse

1. Permit Misuse will result in all permits that have been issued to the property being **revoked and cancelled** and no refunds will be given.
* Permits are for use by residents and their bona fide / genuine visitors **only**. Vehicles that are not ‘genuine visitors’ may be issued with a penalty charge notice and a fine of **£70**.
* Permits must be used in accordance with the relevant Traffic Regulation Order and the articles therein.
* Use of permits by anyone other than genuine residents and their visitors constitutes **misuse**.
* The selling or re-selling of permits (resident or visitor) is strictly prohibited and constitutes **misuse.**
* Reproducing, copying, defacing or altering a paper permit in any way constitutes **misuse** and the permit will not be considered valid for use.
* Any resident who is responsible for the misuse of a permit will be **expelled** from the parking scheme and will not be eligible for permits.
* Any resident who has been expelled from the scheme due to permit misuse is not allowed to park their vehicle within the residents’ parking scheme and the vehicle will be issued with a fine of £70 if they do.

# Data Protection & Detection of Fraud

**PRIVACY NOTICE**

**RESIDENTS PARKING PERMITS & DISPENSATION PERMITS**

**GDPR and the Data Protection Act 2018 -** Under new Data Protection regulations (GDPR) Coventry City Council needs to inform you of the reasons why we are capturing your data and what we will do with your data. Any personal data collected and/or processed under this policy/procedure will be dealt with in accordance with Data Protection Legislation and the Council’s Data Protection Policy. Data is held securely and accessed by, and disclosed to, only individuals where relevant to this policy/procedure.

**Data Protection Privacy Statement** – **Issue of various permits, dispensations and waivers.** In order to deliver services to the residents and communities in Coventry, it is necessary for the Council to collect, gather and process personal data about residents, staff and other individuals. Coventry City Council is committed to protecting your personal data when you use its services and/or correspond with it. The Council has registered as a Data Controller with the Information Commissioner’s Office. This registration can be viewed on the ICO website (**Registration Number Z6007528).**

As a Data Controller, the Council sets out the purposes and methods for processing information and ensures safeguards over any personal and special category information it processes.

The sections below explain the arrangements we have in place to protect the information entrusted to the Council.

* **In relation to Issue of various permits, dispensations and waivers, Coventry City Council will process your personal data for the following processing purposes:** Processing applications for permits, dispensations and waivers. It is processing this personal data by virtue of the following Lawful Basis: Consent of the data subject
* **Personal data provided for issue of various permits, dispensations and waivers may be shared with, or obtained from the following organisations (in addition to any other disclosure required by a Court of Law or in response to a valid request by, normally, a law enforcement agency**: We may share data between services within the Council so that we can keep our information on you as up to date as possible and so that we can improve our services to the customer. We sometimes need to share information with other organisations such as Police, Courts and Tribunals and Debt Collection Agencies.
* **The processing of your personal data will be restricted in time to**: Personal data and private information are kept in a form which permits identification for no longer than necessary. The data and information are no longer retained once the purpose for processing has been fulfilled.

Your personal data will be held by/for the Council within the UK or the EU. We have a range of measures to protect the personal data you provide. These include: cyber security; physical security of the Council’s buildings and training on Data Protection for staff. Coventry City Council is the Data Controller processing your information, who can be contacted as follows:

You have the right to submit a complaint if you are unhappy with the way your request is handled or disagree with a decision made by the Council regarding your data. In these circumstances you can contact the Data Protection Officer (DPO), Adrian West and request a review of the decision. **DPOTeam@coventry.gov.uk**

If you are dissatisfied with the outcome from the DPO you may wish to apply to the Information Commissioners Officer at:

**The Information Commissioner’s Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF.**

# Revision History

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| --- | --- | --- | --- | --- |
| Revision date | **Version** | **Previous revision date** | **Summary of Changes** | **Changes marked** |
| August 2020 | 1.0 |  |  |  |
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