

**APPLICATION FOR**

**RESIDENT’S PARKING PERMIT**

Applicant Details:

|  |  |
| --- | --- |
| **Applicant Name:** |  |
| **Application Address:** |  |
| **Contact Number:** |  |
| **Email address:** |  |

**Important Notice**

Personal data is collected, in conjunction with the General Data Protection Regulation (GDPR), in order to process a permit application. Personal data may be collected, processed and retained in order to carry out the performance of a contract between the Council and the Residents Parking Permit Holder. Further information can be found on the Privacy Notice contained within the Residents Parking Schemes Information for Applicants.

Notwithstanding the above, under the Council’s liability to protect the public funds it administers, some of the information provided on this form may be shared with other departments of St Helens Council and with other relevant bodies including other Authorities, Police and Department for Works and Pensions. The disclosure of this information will only take place when you have consented to do so, or when we are allowed to by law.

Statement:

**I am the resident/owner/representative of the above address and I have read and understand the terms of the resident’s parking scheme as depicted in the Residents Parking Schemes Information for Applicants. I have also read and understood the content of the above Important Notice and the statutory requirement placed upon the Council in ensuring the prevention and detection of fraud.**

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| --- | --- | --- | --- | --- |
| **Signed:** |  | **Date:** |  |  |

**Collecting and signing for permit on applicant’s behalf:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |  | **Signed:** |  |
| **Date:** |  | **Relationship:** |  |

**Carer or Owner of Property Details:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name:** |  | **Contact Email/No:** |  |  |
| **Address:** |  | | |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Office Use Only:** | | | | | |
| **Permit No:** |  | **Vehicle Details:** |  | | |
| **Area:** | Hardshaw | Duke Street | Greenbank | Gerards Bridge | Fingerpost |
| **Permit Type:** | Temporary | Full | Works | Carers | Landlord |
| **Reason for Temporary Permit:** | | | | | |
| **Evidence provided:** | | | | | |

**Privacy Notice – Various Parking Permits**

The Council as the data controller has to collect personal data in order to issue all forms of Residents Parking Permits, Visitors Permits, Scratch Cards, Matchday Parking Permits and Access Permits. To process an application, your personal data will be collected, administered, and retained in order to carry out the performance of a contract between the Council and the Applicant to process the application of a Residents Parking Permit, Visitors Permits, Scratch Cards, Matchday Parking Permit or Access Permit.

The Council will use the personal data it collects (including the vehicle registration mark, where applicable) to issue a Residents Parking Permits, Visitors Permits, Scratch Cards, Matchday Parking Permits or Access Permits and to issue any other related correspondence, reminder letters or warning letters relating to abuse of permits.

Personal information will be used by the Council’s Traffic Engineering Section and Parking Services Section only for the issuing of Residents Parking Permits, Visitors Permits, Scratch Cards, Matchday Parking Permits and Access Permits and for verification of valid permits in relation to PCN appeals.

Any personal data held, will be retained for as long as necessary in compliance with St Helens Councils retention policy, albeit this will be indefinitely to ensure that permits with no expiration date are shown as being valid.

**Your Data Rights**

In relation to the personal data that the Council may hold about you, you have the right to request to:

* Be **informed**, have **access** or **rectify** incorrect information. You also have the right to object to or restrict the processing of your data.
* Under Data Protection law, verification of your identity is required and an explanation will be provided giving reasons as to why a request is not to be carried out.

**Contact and Further Information**

If you are concerned about how the Council is using the information provided, and you wish to receive a copy of your data, or believe the information we hold is inaccurate please contact us at: [dataprotection@sthelens.gov.uk](mailto:dataprotection@sthelens.gov.uk), or via the Information Commissioner’s Office (www.ico.gov.uk).

Notwithstanding the above, under the Council’s liability to protect the public funds it administers, some of the information provided by an Applicant may be shared with other departments of St Helens Council and with other relevant bodies including other Authorities, Police and Department for Work and Pensions. The disclosure of this information will only take place when you have consented to do so, or when we are allowed to by law.