Guildford Green Scheme Application for Parking Permit

# Part A- Applicant’s Particulars

Complete this section if this is a new application

## Title

## Forename

## Surname

## Address

## Post code

## Daytime phone: home

## Daytime phone: business

## Email

## How often do you intend to use this facility in the Car Parks?

Please select from one of the following options: Daily, once a week, twice a week, more than twice a week, only a few times a month, only a few times a year

## Do not complete- for office use only

### Date application received

### By

### Permit number issued

### Permit issued by

### Expires

# Part B- Vehicle Particulars

A separate application must be complete for each permit applied for.

## Vehicle registration number

(Block letters and figures)

## Whose name is on the vehicle registration document?

Yours, your employer’s, a lease/hire, or other:

## Make

## Model

## Colour

## Is the vehicle more than 5 tonnes?

Yes/No

## For office use only:

# Part C- Permit

All permits expire on 31 March and need to be renewed annually.

# Part D- Declaration

I have read and understood the notes for guidance attached and hereby declare that all the information given by me is true to the best of my knowledge. I understand that if any information given is false I am liable to prosecution.

## Signature

## Date

## Print name

Please complete, sign and post or deliver the Application form, together with a copy of your Vehicle Registration Document to: -

**Green Scheme Parking Section**

**Guildford Borough Council**

**Millmead House (Customer Services)**

**Millmead**

**Guildford**

**Surrey**

**GU2 4BB**

Tel: 01483 505050

Alternately, email this filled document to [parking@guildford.gov.uk](mailto:parking@guildford.gov.uk)

# Part E- Explanatory Notes

An applicant is required to provide a copy of the vehicle registration document on application, to confirm the vehicle is powered solely by electricity.

The permit must be displayed on the front of the vehicle to which the permit relates. Failure to display the permit will result in a penalty charge

If parking in regular (that is, not Green) bays, it is necessary for drivers to buy a pay and display ticket on arrival at the car park. Your three hours free parking will be calculated from the expiry of your pay and display ticket. Exception to the rule is if you park in Bedford Road multi-storey car park in one of the designated Green Bays. These bays will be free of charge with a valid green parking permit. Please be advised you must park correctly within the bay marking. Bays are designed for small electric vehicles only.

Also free of charge are: Ash Vale and Shalford Park car parks.

Please find a list of car parks below to which the Green Scheme applies:

* Bedford Road multi-storey (Two green bays on level 1 which can only be used by small electric vehicles)
* Leapale Road multi-storey Bedford Road surface Millbrook
* Commercial Road 2 Mary Road
* Old Police Station Upper High Street G Live
* Lawn Road (Saturdays Only) Robin Hood (Saturdays Only)
* St Josephs Church (Saturdays Only) Portsmouth Road (Saturdays Only)

These car parks can be used on Sundays, but normal Sunday rates apply. The scheme does not apply to On-Street pay and display parking places or North Street Car Park.

Please note that the electric/plug-in hybrid electric vehicle charging points installed in our car parks are not part of this green scheme. These bays are available to any electric or plug-in hybrid electric vehicle and valid payment must be made to park within the bays.

## Data Protection

The information you provide will be processed by us for parking permit purposes in line with the Data Protection Act 2018 and General Data Protection Regulation (GDPR). We may use your information for preventing/detecting fraud and other lawful purposes. We will also use it for performing statutory enforcement duties and may share it with other bodies who detect/prevent fraud or administer public funds. Your information will not be disclosed to third parties for marketing purposes. For more details visit [Data Protection at Guildford Borough Council website](http://www.guildford.gov.uk/article/21422/Data-protection-and-privacy) or contact the Information Rights Officer, Guildford Borough Council, Millmead, Guildford GU2 4BB (email: <foi@guildford.gov.uk>).

We will retain your information for two years after administrative use has concluded. It will then be securely destroyed. If you believe the data we hold on you is incorrect you may request to see it and, if necessary have it corrected or deleted. If you wish to make a complaint, you can contact us at the above address. If you believe we are not processing your data lawfully, you can complain to the Information Commissioner’s Office at [the ICO website](https://ico.org.uk/).