

## **NON-RESIDENT PERMITS TERMS AND CONDITIONS**

By applying for a Non-Resident's Permit, you are agreeing with the terms and conditions and declaring that all the information submitted is true and to the best of your knowledge accurate. If any information is false, the Permit will be cancelled and further action taken by the Council.

The Non-Resident's Permit remains the property of the Council

### **1. GENERAL ELIGIBILITY**

A Non-Resident's Permit is issued to an individual on the basis that they do not reside within the Controlled Parking Zone and that there is capacity remaining following take-up by residents. This is subject to change at any time based on the demand of those residing within the Zone, as they will take priority.

### **2. GENERAL USE**

A Non-Resident's Permit is only valid for the road indicated upon its face. They are valid Monday to Saturday. A Non-Resident's Permit does not guarantee a parking place in the road selected.

### **3. USE OF THE NON-RESIDENT'S PERMIT**

The Non-Resident's Permit will be displayed clearly in the front windscreen at all times with all details visible. The vehicle will be parked wholly within a marked bay. Non-Resident's Permits may not be displayed on any other vehicle other than that specified on the Permit.

### **4. CHANGE OF VEHICLE**

Please notify the Council immediately, should there be a change of vehicle including a courtesy car. A temporary "virtual permit" will be issued to the car to facilitate this. If the vehicle is a replacement, the invalid Non-Resident's Permit will need to be returned. An administration charge of £10.00 for a replacement will be applicable.

### **5. WITHDRAWAL OF NON-RESIDENT'S PERMIT**

If the Non-Resident's Permit is found to be misused, it will be cancelled immediately and no future applications accepted. Non-Resident's Permits may not be altered by the holder. If a Non-Resident's Permit has not been used in accordance with the terms and conditions, the Council reserves the right to withdraw the Non-Resident's Permit.

### **6. RENEWALS**

A renewal must be received at least 10 working days in advance of the commencement date to guarantee sufficient time for processing & dispatch. Any omissions of information may result in a delay in the issue of a Non-Resident's Permit. If the application is made too close to the expiry time, then alternative parking arrangements should be made, until the permit is reissued.

## **7. CANCELLED NON-RESIDENT'S PERMITS / REFUNDS**

If a Non-Resident's Permit is surrendered before it expires, an application must be made in writing for a refund of the unexpired portion (see contact details below). If the payment has been made by credit or debit card, the amount will be refunded to that card. Payments made by cheque are refunded via BACs only, and therefore the appropriate bank account details should be enclosed. A refund will be given to the value of any unexpired months of the Non-Resident's Permit upon receipt.

## **8. LOST NON-RESIDENT'S PERMITS**

Replacement Non-Resident's Permits for those lost will be reissued with an administration charge of £10.00. A replacement Non-Resident's Permit will be issued for the balance of the year remaining. You must return your Non-Resident's Permit immediately for a replacement if it becomes damaged or unreadable.

## **9. MULTIPLE REGISTRATIONS**

Where multiple vehicle registrations are present on a Non-Resident's Permit, the Non-Resident's Permit must be transferred between vehicles. A Non-Resident Permit cannot be copied. Only the original is valid.

## **10. LIABILITY**

The council will not accept any liability whatsoever in respect of the theft, loss or damage to any vehicle or its contents whilst parked in the Zone.

## **11. PENALTY CHARGE NOTICE**

If any of these points are not adhered to, or any of the regulations for the Traffic Regulation Order contravened, then a Penalty Charge Notice (PCN) could be issued. For more information on what to do if you receive a PCN please visit our website – [www.midsussex.gov.uk](http://www.midsussex.gov.uk).

## **12. DATA PROTECTION STATEMENT**

Details of West Sussex County Council's and Mid Sussex District Council's compliance with the General Data Protection Regulations can be located on the following website [www.westsussex.gov.uk](http://www.westsussex.gov.uk) and [midsussex.gov.uk](http://midsussex.gov.uk)

### **Contact details:**

Parking Services, Mid Sussex District Council, Oaklands, Oaklands Road, Haywards Heath, West Sussex, RH16 1SS

[parkingpermits@midsussex.gov.uk](mailto:parkingpermits@midsussex.gov.uk)