

**GUILDFORD GREEN SCHEME
APPLICATION FOR PARKING PERMIT**

PLEASE READ NOTES FOR GUIDANCE

Part A- APPLICANT'S PARTICULARS

Complete this section if this is a new application

Title	Do not complete (for office use only)
Forename	Date Application Received
Surname	By
Address	Permit number issued By
Post Code	Expires
Daytime Phone: Home	
Daytime Phone: Business	
Email (Please Print):	

How often do you intend to use this facility in the Car Parks (Please tick ✓)

Daily	Once a week	Twice a week	More than twice a week	Only a few times a month	Only a few times a year

PART B- VEHICLE PARTICULARS

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

Vehicle Registration No.....**(Block letters and figures)**

Whose name is on the vehicle registration document? **(Please tick ✓)**

Yours	Employer	Lease/hire	Other
Make	For Office Use Only		
Model			
Color			
Is the vehicle more than 5 tonnes? Yes/No			

PART C – PERMIT

All Permits expire on 31st March and need to be renewed annually

PART D – DECLARATION

I have read and understood the notes for guidance attached and I 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
The Parking Office
Laundry Road
Guildford
Surrey
GU1 4PX**

Tel:01483-444533

PART D – 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 & display parking places or North Street Car Park

DATA PROTECTION

The information you provide will be processed by Guildford Borough Council for parking permit purposes in line with the Data Protection Act 1998 and relevant legislation. 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. Further details are available on our website <https://www.guildford.gov.uk/dataprotection>, or from 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 (<https://ico.org.uk/>)