



The Parking Shop  
Suite 1  
Forster House  
Forster Business Centre  
Framwellgate Moor  
DH1 5HL

## Durham City Controlled Parking Zone Application Form Carer Permit

Please read 'Conditions of Use' and complete the following. Please use black or blue pen and print in CAPITAL LETTERS.

### 1 Applicant Details Mr/Mrs/Ms/Miss (delete as applicable)

Full Name .....

Address.....  
.....  
.....

Postcode.....

Telephone Numbers:  
Home..... Work.....  
Mobile.....

Email Address.....

### 2 Permit Type

I wish to apply for :- (please tick as appropriate)

<b>Carer Permit</b>	1 month	<input type="checkbox"/>	Free
	3 month	<input type="checkbox"/>	Free
	6 month	<input type="checkbox"/>	Free
	9 month	<input type="checkbox"/>	Free
	12 month	<input type="checkbox"/>	Free

**Number of Carer Permits required**   
(up to 2 permits allowed)

### 3 Documentation Required

#### 3A. Proof of Residence

\* Dated within 12 months of application

\*\* Dated within 3 months of application for new applications, dated within 12 months for renewal applications

Please tick one of the following and supply a photocopy:

#### PERMANENT RESIDENTS/OWNERS

- Council Tax Document \*
- Utility Bill \*\*
- Mortgage Agreement
- Driving Licence (renewal applications only)

#### TEMPORARY RESIDENTS/TENANTS

- Signed Tenancy Agreement

**NB** When a rolling Tenancy Agreement is provided as proof of residence, a supporting letter from the landlord or his agent must be provided confirming that:

a) the agreement has not expired; and,

b) the landlord will retrieve and return the permit(s) to the Parking Shop should the tenant cease to live at the property.

#### 3B. Proof of Eligibility

Please tick one of the following and supply a photocopy:

- Confirmation from our Adult Sensory Support Team that the applicant is registered blind
- Letter confirming applicant receives War Pensions Mobility Supplement
- Confirmation from a local centre that the applicant is a permanent user of a wheelchair
- Aged 85 or over and has 'severe walking difficulty' (proof of age only)
- Certification from medical authority that the applicant suffers from dementia
- Certification from medical authority that the applicant suffers from terminal illness
- Confirmation from medical authority that the applicant suffers from certain neurological disorders which developed after 65 and affect mobility or require help from another person, inc strokes, Parkinson's Disease or Motor Neurone Disease
- Applicant is a parent/guardian of a child under 2 that requires bulky medical equipment to be carried at all times
- Confirmation from the Department for Works and Pensions that the applicant is in receipt of Disability Living Allowance (we accept confirmation of Care Component or the Higher Rate of Mobility Component)
- Confirmation from the Department for Works and Pensions that the applicant is in receipt of Personal Independence Payment (we accept confirmation of Daily Living Component or Mobility Component Enhanced Rate)
- Confirmation from the Department for Works and Pensions that the applicant is in receipt of Attendance Allowance (65 or over)

### 4 Application Options

By post:

Please send completed application form to The Parking Shop, Suite 1, Forster House, Forster Business Centre, Framwellgate Moor, Durham, DH1 5HL.

In person:

At The Parking Shop, Suite 1, Forster House, Forster Business Centre, Framwellgate Moor, Durham, DH1 5HL. Opening hours are Monday to Friday 8am to 6pm.

## 5 Declaration

I declare that the information provided with this application is correct and that I agree the permit will be withdrawn should conditions of use be contravened.

Signature ..... Date .....

I confirm receipt of my permit together with a permit list detailing the permitted parking zones.

Signature ..... Date .....

## CONDITIONS OF USE

### Carer Permit

A carer permit will only be issued by the Parking Shop to residents within the CPZ. There is no charge. Permits for 1, 3, 6 or 12 month periods are available.

The permit allows carers to park in both permit holder only areas and on-street pay and display bays.

A carer permit does not allow parking in contravention of any other restriction such as waiting or loading restrictions or bays designated for specified purposes. Failure to follow the rules may result in a penalty charge notice being issued by a civil enforcement officer.

The issue of a permit does not reserve or guarantee the availability of a parking space.

A maximum of two permits will be issued per household.

The permit should be kept by the resident and should be displayed in the carer's vehicle when required. Carer Permits may only be given to those calling at the permit holder's address. It is the householder's responsibility to ensure that their permit is retrieved from the carer's vehicle at the end of their stay.

Carer Permits are zone specific and cannot be used in any other zone other than the zone in which the resident's property is located.

Due to the historic nature of the streets with the CPZ the supply of on street parking space is limited in some areas. Therefore, carer permits will not be available to occupiers of new developments built after 2000.

A resident is eligible for a Carer permit if they are:

- Registered blind (letter required from Visual Impairment Services)
- In receipt of Disability Living Allowance - Higher Rate Mobility Component or Care Component (letter from the Department for Works and Pensions required)
- In receipt of Attendance Allowance (letter from the Department for Works and Pensions required).
- In receipt of Personal Independence Payment – Daily Living Component or Mobility Component Enhanced Rate (letter from the Department for Works and Pensions required)
- Receiving War Pensions Mobility Supplement
- A permanent user of a wheelchair (confirmed by local Centre)
- Aged 85 or over and have 'severe walking difficulty' (proof of age only)
- Suffering from dementia (certified by hospital authorities)
- Suffering from a terminal illness (certified by GP or hospital)
- Suffering from certain neurological disorders which developed after 65 and affect mobility or require help from another person, including strokes, Parkinson's Disease or Motor Neurone Disease (certified by GP or hospital)
- Under 2 but requiring bulky medical equipment to be carried at all times (certified by GP)

New and renewal applications for a carer permit can be made in person, by post or by email, providing proof of eligibility. Applications in person must also provide proof of residency if they would like the permit handed over, otherwise the permit will be sent to the applicants address.

### Lost/Stolen Permits

All lost or stolen permits must be reported immediately. Lost or stolen permits will be cancelled and replacements charged at £10.00 per permit.

## General Conditions

1. The Council has the right to withdraw or cancel a permit at any time. You will be notified of the withdrawal or cancellation in writing at the address shown on your application. The permit will be invalid three working days after notification in writing is posted.
2. The permit will become invalid and must be returned if:
  - a) you move from the area;
  - b) where circumstances change since the application such that the permit is not in compliance with the requirements of the Conditions of Use;
  - c) where it appears there has been abuse of the system for the advantage of the resident, or others or for financial gain.
3. The permit must be displayed conspicuously in the windscreen of the vehicle so it is clearly visible from the outside.
4. Any unauthorised alterations to the permit will render it invalid.
5. Permits will not be issued for passenger/goods vehicles weighing over 7.5 tonnes or those longer than 6 metres.
6. You must produce evidence that you are entitled to a permit when asked to do so by a representative of the Council.
7. You must obey the law relating to parking and obstruction of the highway. A permit is only valid in areas designated for permit parking. Any penalties incurred for parking on yellow line restrictions, disabled bays or loading bays are the responsibility of the vehicle owner/registered keeper.
8. Where an Authorised Officer of the Council has reasonable cause to believe that a permit(s) issued in accordance with these conditions has been wrongly acquired or not used in accordance with these conditions or there was intent to deceive, the officer may invalidate a permit(s) issued to the residence. This includes (but is not limited to) the use of a visitor permit when the vehicle is not being used for the purpose of visiting a property within the CPZ.
9. If action is taken following a breach of these conditions, a resident may make a representation to Durham County Council's Parking Manager for a review of their case.
10. Abuse or continued misuse of a permit(s) will result in suspension of issue of further permits and the right to reapply will be reviewed annually.
11. By purchasing and using a permit(s) the holder(s) accept(s) these Conditions of Use.
12. Applicants are advised that the data held by Durham County Council in respect of their permit may be used for cross-system and cross authority comparison purposes for the prevention and detection of fraud. For further information see <http://www.durham.gov.uk/article/2535/National-Fraud-Initiative>
13. Data Protection Act 2018 –
  - Durham County Council complies with all relevant statutory obligations. Personal information processed by the Council will be handled in accordance with the Council's privacy statement, which can be accessed here <https://www.durham.gov.uk/dataprivacy>.
  - Parking Services' privacy notice provides more specific information on the data collected and how it is handled, a copy of which can be accessed here <https://www.durham.gov.uk/media/24844/Privacy-notice-parking/pdf/PrivacyNotice-Parking.pdf>.
  - If you have any concerns about how your data is handled, please contact either the Data Protection Officer at [DPO@durham.gov.uk](mailto:DPO@durham.gov.uk) or the Information Commissioner's Office [casework@ico.org.uk](mailto:casework@ico.org.uk).

**The issue of a permit does not reserve or guarantee the availability of a parking space.**