

12 June 2023

Direct Line: 01273 296622

Dear [REDACTED]

Please find attached your Dispensation Permit and time clock.

Please check that the details printed on the permit are correct.

Detach the permit from this letter by using the perforations around the permit and place it in the pocket located on the front of your time clock.

Please refer to the Terms and Conditions of use and instructions printed on the back of your time clock before parking.

Should a permit be lost, please contact Parking Customer Services as soon as possible. You will need to provide the permit number to obtain a replacement. Your original permit will be cancelled, and a replacement permit will be issued. Permit numbers are printed on the bottom left-hand corner of the permit itself and begin with the letters 'DST'.

You may be charged an administration fee for a replacement permit.

You can submit a dispensation permit application up to six weeks prior to the expiry of your current permit.

Yours sincerely,

Parking Customer Services

INSTRUCTIONS



1. Please ensure you clean your windscreen before attaching the permit.



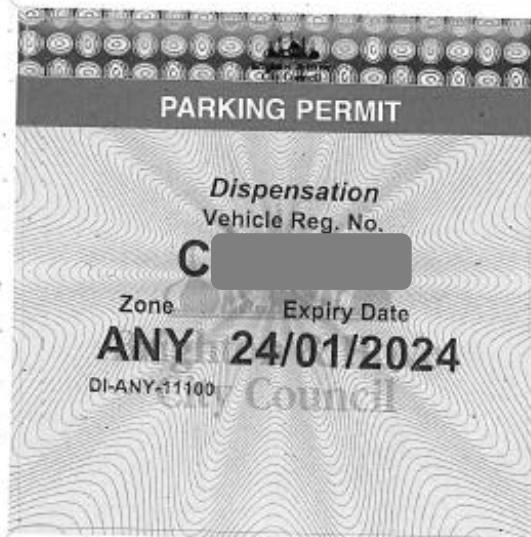
2. Remove the square perforated area away from the A4 sheet using perforations.



3. Peel off the outer edge to expose adhesive around square permit.



4. Attach permit to the windscreen using adhesive.



For maximum stay
please see reverse



Arrival Time

Dispensation Permit

Place your permit here

See reverse of this parking clock for operating instructions and conditions of use

Dispensation Permit Terms and Conditions of use:

- The permit must be used in accordance with these terms and conditions to avoid the issue of a Penalty Charge Notice.
- The permit must be displayed clearly on the dashboard **with the parking clock set to show the quarter hour period during which you arrived.** The permit must not be used for any purpose other than the statutory duties given in the application. Do not display the permit if it is not in use.
- The permit must not have expired and you must be actively using the permit during the time of display.



- Only the vehicle stated on the permit may park in **Permit bays** for up to **1 hour** and on **yellow lines** for up to **30 minutes** (except where there is a loading ban in place indicated by chevron kerb markings), providing the vehicle is not parked dangerously or causing obstruction.
- The permit remains the property of Brighton & Hove City Council. If the permit is used outside the terms and conditions of use, the council may withdraw the permit, and other permits issued to that particular organisation may be affected.
- This vehicle must be moved on the instructions of a Police Officer or Civil Enforcement Officer.
- Lost or stolen permits must be reported immediately to Brighton & Hove City Council by quoting the Dispensation Permit number on 01273 296622. Please note we are unable to renew, amend or replace lost or stolen permits without a valid Dispensation Permit number. You will be required to purchase a new permit if you are unable to provide us with the Dispensation Permit number.