

12 June 2023

Direct Line: 01273 296622

Dear [REDACTED]

Please find attached your Professional Carer Permit and time clock. Please check that the details printed on the permit are correct.

Please follow the instructions below to detach your permit from this letter and place it in the pocket located on the front of your time clock.

The Terms and Conditions of use and clock usage instructions are printed on the back of your time clock.

Should a permit be lost, you must contact Parking Customer Services as soon as possible. Your original permit will be cancelled, and you will need to re-apply. Permit numbers are printed on the bottom left-hand corner of the permit itself and begin with the letters 'PC'.

You can submit a professional carer permit application up to six weeks prior to the expiry of your current permit. For further information regarding parking in Brighton and Hove, please visit the parking web pages at [www.brighton-hove.gov.uk/parking](http://www.brighton-hove.gov.uk/parking)

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.

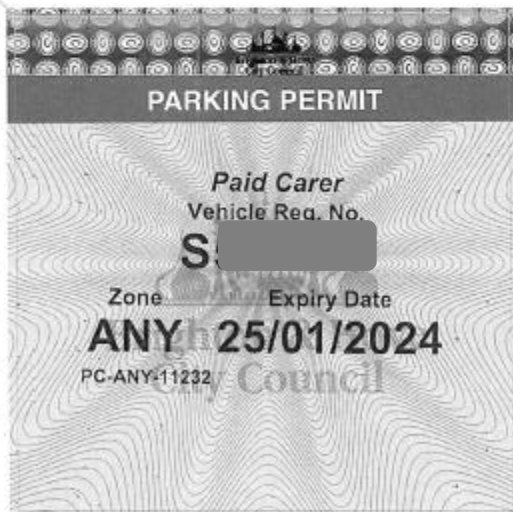


3. Peel off the outer edge to expose adhesive around square permit.



4. Attach permit to the windscreen using adhesive.

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[www.twitter.com/bhcc\\_transport](https://www.twitter.com/bhcc_transport)



For maximum stay  
please see reverse




Arrival Time

# **Professional Carer Permit**

Place your permit here

See reverse of this disc for operating instructions and conditions of use

### Professional Carer Permit (PCP) 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 have expired and you must be actively using the permit during the time of display.
  - The permit must only be used by a Professional Carer when providing paid personal care at a Client's/Service User's home – you may be required to provide evidence of this.
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- The permit must not be used for any purpose other than direct provision of care in a Client's/Service User's home. It cannot be used for parking at your usual place of work such as an office, hospital or care home. The permit does not apply on private property eg housing estates, car parks or any other type of marked parking bay.
  - The permit allows parking for up to **2 HOURS** in **Paid Parking Bays** or **Permit bays**, or on yellow lines if there is no permitted bay available (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, or for activities other than the direct provision of paid personal care in Clients'/Service Users' homes the council may withdraw the permit, and other permits issued to that particular organisation may be affected.
  - Do not display the permit if it is not in use. Do not display the permit if you are not visiting a Client/Service User.
  - Lost or stolen permits must be reported immediately to Brighton & Hove City Council by quoting the **PCP number** on 01273 296622. Please note we are unable to renew, amend or replace lost or stolen permits without a valid PCP number. You will be required to purchase a new permit if you are unable to provide us with the PCP number.