

## Terms and Conditions for Annual Contractor & Landlord or Agent Permits

- Any Permit is issued at the sole discretion of the Council and may be withdrawn (with notice) at any time by the Council if these terms & conditions are not met, as they remain the property of the Council at all times.
- Annual permits may only be used by the named person to whom it is issued, for the vehicle identified in the application.
- Any person making a false statement for the purpose of obtaining a residential zone parking permit shall be guilty of an offence (Section 115 (2) Road Traffic Regulation Act 1984).
- Short stay permits must be completed in full in accordance with the instructions and required fields completed in ink at the time of use and used only by the person to whom it was issued, or an employee of the person to whom it was issued for business purposes.
- Annual or short stay permits cannot be used for commuting or personal purposes and must only be used for commercial activities. Improper use of a permit may result in permits being cancelled and the user being excluded from future issue.
- Annual permits are only valid when used in a **resident parking space/area, limited waiting space or where resident permits are exempt in pay & display**.
- You **MUST** also complete in full the contact details card and **display** that card on your dashboard with your permit. Failure to respond to a call from a CEO to verify your stated whereabouts may result in a parking fine being issued. The permit does not guarantee a parking space.
- Short stay permits are only valid when used in **resident parking space/area, limited waiting space or pay and display spaces for up to 3 hours**. The permit does not guarantee a parking space.
- These permits are **NOT Valid** for use on or in any off-street car park, or other on street waiting or parking restriction, nor where the road has been closed and/or parking places are temporarily suspended from use as indicated by signs or no waiting cones.
- Altering or changing a permit will render it invalid, and it will be considered invalid if used in any other vehicle other than that specified on the front of the permit.
- It is your responsibility to inform the Council of any changes to details submitted on this form as soon as possible. A replacement annual permit will be issued free of charge on return of the original permit.
- If a permit is lost or becomes illegible due to damage, a new permit will be issued at full charge valid for 12 months from its date of issue. All permits are non transferrable. No refunds will be given for part used, damaged or invalidated permits.
- It is the driver's responsibility to ensure that their vehicle is parked safely. The vehicle should not be parked wholly or partly on a footpath or verge or in a hazardous manner.
- The vehicle **MUST** be moved if instructed to by a Police Officer, Civil Enforcement Officer, Council Officer or Utility Company Contractor in pursuit of their duties.
- Devon County Council (DCC) will act as a "data controller" for any personal data that you provide to us. As such, we will ensure that the data given us is processed in line with our organisation's Data Protection Policies and in line with your rights under the Data Protection Act 2017 and the EU General Data Protection Regulations. We will not pass your personal information to external individuals or organisations unless there is a legal obligation to do so. To find out more about how DCC will use your personal data, you can read our Penalty Charge Notice Privacy Notice online at [www.devon.gov.uk/roadsandtransport/parking/](http://www.devon.gov.uk/roadsandtransport/parking/)