

3rd Floor, Cambridge Central Library, 7 Lion Yard,
Cambridge, CB2 3QD
In case of enquiry contact: Parking Services
Direct Dial: 01223 727920
Fax: 01223 727921
Email: parkingpermits@cambridgeshire.gov.uk

ABC
1 Letsby Ave(t)
Cambridge
CB9 9ZZ

08 March 2017

Dear Sirs

Business Parking Permit - Tenison Road Parking Zone

Thank you for your application for the above permit. Your permit is attached below and is valid until 28/02/2018; a reminder letter will be sent prior to it's expiry. The permit is issued subject to the attached terms and conditions (see over leaf)

The issuing of a permit does not guarantee that a space will be available. The permit must be clearly displayed in the lower left hand side of the windscreen (when viewed from the inside) on each and every occasion that the designated vehicle occupies a resident parking space in the permitted zone or a Penalty Charge Notice (PCN) may be served. The permit is not transferable to any other vehicle.

Suspension of Parking Bays

In certain circumstances parking bays may be suspended by the Council to allow for building operations, domestic removals, funerals or special events. Signs indicating this are placed in advance in or adjacent to the bay or over the parking bay sign. Drivers should always check that a parking bay is in operation before parking each day, especially if the vehicle is to be left for long periods. A vehicle parked in a suspended bay may receive a Penalty Charge Notice.



The Permit must be clearly displayed in the lower left hand side of the windscreen (when viewed from the inside). This Permit is only valid in the:- **Tenison Road Zone.**

- Only 1 Permit is allowed per individual business.
- Up to 3 vehicles may be registered per Permit.
- The Permit may only be used by 1 of these 3 registered vehicles at any one time.
- A Permit will not be issued if full/shared off-street parking already exists.
- We may need to carry out an on-site inspection to confirm off-street parking does not already exist before agreeing to issue a Permit.
- The Permit must only be used in accordance with these terms and conditions

This permit remains the property of Cambridgeshire County Council and must be returned in the following circumstances:-

1. If your business ceases trading at the address you supplied (see **Refunds** below)
2. If any of the vehicle details shown on the permit change (see changes below)

Refunds:- can be issued on the surrender of an current valid permit for each 3 complete three months that are un-expired. Refund cheques will be posted to the registered permit holder.

If you change your vehicle:- your permit can be re-issued free of charge when you produce the existing permit along with evidence of the new vehicle i.e:-

- New vehicle registration documents plus a supporting letter on Company headed stationery.

If the permit is lost/stolen:-

Please contact the number below to request a free replacement permit.

If you require further information on Residents Parking please contact us on 01223 727 920 or by email; parkingpermits@cambridgeshire.gov.uk

Yours sincerely

Cambridgeshire Parking Services

Instructions of Use

1. This must be clearly displayed at all times in the windscreen of the vehicle.
2. The permit is not transferable unless otherwise stated.
3. This must be used in accordance with the terms and conditions of use
4. Permit is the property of Cambridge County Council.