

## Terms and Conditions for Annual Trade 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- Any Permit is issued at the sole discretion of the Council and may be withdrawn (with notice) at any time by the Council if these terms & conditions are not met, as they remain the property of the Council.
- 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).
- An annual permit shall include the following information that must be visible and displayed in the relevant position;
  - the registration of the vehicle
  - the expiry date of the permit
  - a contact telephone number for the driver of the vehicle
  - a description of the works being undertaken
  - an authentication that it was issued by the issuing authority
- The permit must be used in conjunction with the dry wipe contact details card provided by the issuing authority. Failure to display both the permit and a completed contact card whilst working may result in the issue of a Penalty Charge Notice.
- The contact details card **must** be completed so that all the required details are clearly written and correct. Once completed both elements must be displayed together facing up on the vehicle dashboard or fascia immediately behind the windscreen, so that the principal details are clearly visible from outside of the vehicle throughout the period of parking.
- The issuing authority may contact a permit holder or driver of the vehicle to verify that the purpose for which the parking permit was issued is actually taking place. Where verification cannot be obtained a Civil Enforcement Officer may consider the parking permit invalid and issue a Penalty Charge Notice.
- Permits **MUST NOT be used solely for commuting or personal purposes**. It is only valid when parked outside of or as near as possible and practicable to the works address stated on the contact details card and undertaking the stated work.
- Improper use of a permit may result in permits being cancelled and the user being excluded from future issue.
- Annual permits are **valid for use in a resident permit holder parking space/area, and where resident permit holders are exempt in pay & display spaces**.
- A permit does not guarantee a parking space.
- An annual permit also provides an exemption to the permit holder from complying with any stated time limit imposed on a parking place for the day when used in a **limited waiting parking place**.
- This permit type is **NOT valid on any No Parking, No Waiting, No Loading or No Stopping restriction**, nor where the road has been closed and/or parking places are suspended from use as indicated by no waiting 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 the application 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 2018 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/)