

IMPORTANT

NORTH LINCOLNSHIRE COUNCIL
EXEMPTION CERTIFICATE
APPLICATION

PLEASE READ

This application form is for North Lincolnshire Council salaried staff only

CONDITIONS:

If you change your vehicle, it is **YOUR RESPONSIBILITY** to return your old Certificate to Parking Services. If you do not, this Certificate may be used by the new owner/another person, and any subsequent application for a new Certificate may be delayed or negated. Any future sighting of the old Certificate will be reported, and you will be notified of any action to be taken.

You **MUST** inform Parking Services immediately if the Certificate is lost or stolen.

Upon your work base changing, job changing or employment at North Lincolnshire Council ceasing, the Certificate will become invalid and you must **immediately return it to Parking Services**.

The Exemption Certificate will remain the property of North Lincolnshire Council at all times.

The exemption applies to you personally, and the Certificate shall not be used by any other person whatsoever.

The exemption is only valid for the vehicle/s referred to on the certificate.

The exemption is only valid for your **contract** work days and hours.

What building does your contract state is your main place of work?

.....

The Certificate is issued on the understanding that it does not guarantee that a parking place will always be available.

The Certificate should be displayed in a conspicuous position on the front windscreen of the vehicle.

YOU ACCEPT THAT MISUSE OF THE CERTIFICATE, OR CONTRAVENTION OF THE CONDITIONS OF GRANT MAY RESULT IN EITHER THE ISSUE OF A PENALTY CHARGE NOTICE, OR THE CERTIFICATE BEING REVOKED AND DISCIPLINARY ACTION BEING TAKEN.

Parking Places

You will be provided with map(s) of staff parking areas/bays. If you are unsure where these areas are, please ask Parking Services.

You should park within the designated areas. Some car parks have grass verges, block paved areas. These areas are not for vehicle parking.

If you do not display your Exemption Certificate, you should Pay & Display.

If you use a different vehicle, you should Pay & Display.

If all staff parking bays are in use, you should Pay & Display.

APPLICATION FOR CERTIFICATE

STAFF EXEMPTION CERTIFICATES ARE AUDITED STATIONERY – THEY ARE NUMBERED AND HAVE A MONETARY VALUE. DO NOT LOSE OR DESTROY IT.

You are signing your acceptance of the conditions overleaf.

I apply for an Exemption Certificate and, if granted, agree to the Conditions outlined above relating to its use:

North Lincs Staff Payroll Number:

Name: (block capitals):

Post held:.....

Office tel. no.:.....

Office mobile no.:.....

Service Area:.....

Signed:.....

Date:.....

Is this a replacement Exemption Certificate - YES NO

(You must return the old certificate. A new Permit will not be issued without return of the old one)

Authorised by:.....
(signature must be the Line Manager) PRINT (block letters)

Position of Signatory.....
(please print clearly)

Vehicle Registration Number(s):.....

Please Note:

- 2 vehicles maximum.
- Vehicle registration document(s) should be in your name.
- Black & white copy/ies of Registration Document to be attached to application form.
- We do not issue the Staff Exemption Certificate without a copy of the Vehicle Registration Document (V5/Log Book).