



Brighton & Hove

Application for a Parking Dispensation

Green Dispensation (DST) - 20min on Yellow lines / 1 hour on resident bays **(for council services only)**
Orange Dispensation (DIS) - 20min on Yellow lines only **(private applicants)**

Please provide a copy of your work ID Badge and a letter on letter head from your line manager outlining the duties that you are required to undertake as part of your role.

Reasons for issuing a dispensation are extremely limited and are based on the need of an individual to carry equipment that needs to be used on site or of the need to carry passengers who need constant supervision.

PART 1: Personal Details of Applicant

Title (Mr, Mrs, Ms, etc):Surname
Forename(s):
Job Title:
Organisation (name and full postal address):
.....
.....POST CODE
Telephone / Fax / Email:

PART 2: Reason for Application

What is the nature of the work / activity and what will the vehicle be used for?
.....
How often and for how long will the vehicle be parked whilst undertaking these duties?
.....
Required start and end date for the dispensation: start/...../..... end/...../.....

PART 3: Vehicle Details

REGISTRATION NUMBER
MAKEMODEL.....COLOUR
Please show ONE vehicle ONLY on this form (the registration mark will be displayed on the permit). **The vehicle's registration document (log book) must be produced on request.**

If a passenger vehicle, is it adapted to carry more than six passengers (excluding the driver)? YES / NO

Does the vehicle have an axle width exceeding 1.8 metres? YES / NO

Is the vehicle kept and used by you? YES / NO Please note: The vehicle must be either owned or kept by the person applying for the permit. If you are not the registered owner, please provide their name and address:.....

.....

PART 4: Payment

I enclose cash / cheque / postal order (please delete) for £40.00.

OR Payment by internal cost code (**Brighton and Hove City Council payees ONLY**)

Authorisation: Manager's name Signature

Department/ section Cost Code

PART 5: Declaration

I have read and understood the terms and conditions of the scheme. I agree to abide by these conditions. I understand that the waiver or dispensation may be withdrawn if I do not comply with the terms and conditions of issue. I declare that all information I have given is correct to the best of my knowledge.

Signature **Date**

General Data Protection Regulation (GDPR)

The Council is the data controller for purposes of the Data Protection Act 12018 and General Data Protection Regulation and is registered as a data controller with the Information Commissioner's Office (ICO) under registration number **Z5840053**.

Why we are processing your data

- We are collecting your data for the purpose of assessing eligibility for a Parking Permit and it may be used for the purpose of detecting or preventing fraud.
- The data is collected under the lawful bases of performance of a contract and a task in the public interest
- Your data may be shared with NSL as they operate and maintain the permit system and enforce the parking system, Council Tax Department, Corporate Fraud Department and Legal Services Department and may be used in connection with legal proceedings.
- Brighton and Hove City Council is part of a shared services arrangement with East Sussex County Council and Surrey County Council. For the purposes of counter-fraud and or litigation, it is possible that your data will be shared with either of these authorities should they be undertaking work on behalf of this local authority.
- We will hold your data for 2 years after you cease to have a parking permit, except in cases where legal proceedings may require it to be kept longer.

Your information rights

- You have the right to request a copy of the data we hold about you and to seek rectification of any data which is not correct
- To exercise your data protection rights, please contact the Data Protection Team on 01273 295959 or email us at data.protection@brighton-hove.gov.uk
- Brighton and Hove City Council has appointed a Data Protection Officer in conjunction with East Sussex County Council and Surrey County Council. To contact the DPO, use the form at this link: <https://www.brighton-hove.gov.uk/content/council-and-democracy/about-your-council/data-protection-officer-dpo>

Please return this form together with your payment to:

**Parking Information Centre, Hove Town Hall, Norton Road, Hove, BN3 3BQ
Opening Hours: Mon, Wed, Thu, Fri 9.00 – 16.30 and Tue, Sat 9.00 – 13.00**