



ENVIRONMENT

Brighton & Hove City Council
 Parking Information Centre:

Hove Town Hall, Norton Road, Hove, BN3 3BQ (01273) 296622

School Permit Application

Applications can only be submitted yearly, in bulk and by the Head Teacher only. We cannot accept individual applications from teaching staff.

A - PERSONAL DETAILS OF APPLICANT (This form must be completed by the Head Teacher)

Head teachers Name

School Name.....

School Address

.....TELEPHONE.....

B - PROOF OF STAFFING LEVELS

How many teaching staff do you currently employ? (This may include headmasters, however must not include administration staff or any other employees)

.....

Please provide a full list of staff names and positions on headed paper

C - OFF STREET PARKING

How many off street parking spaces are available to your staff?

D - PERMIT REQUIRED

3 months £50.00 12 months £150.00

E - VEHICLE DETAILS

Registration Number:	Make:	Model:	Colour:	
Does the vehicle exceed:	2,540 kg in weight?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	
	2.25 metres in height?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	
	6 metres in length?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	

F - DECLARATION

I hereby certify that no off street parking is available or allocated to me at this address for this vehicle. I undertake that if I cease to use the vehicle, the registration number of which is shown overleaf, I will surrender the School Permit. **I declare that all the information I have given in this application is correct.**

Mr/Mrs/Miss/Ms/Dr

Full Name: **Signature:** **Date:** .../.../.....

WARNING: Any person knowingly making a false statement for the purposes of obtaining a School parking Permit is liable to a fine not exceeding Level 5 or to imprisonment for not more than six months or to both a fine and imprisonment.

G - PERMISSION TO COLLECT

A permit will only be given to the named permit holder unless this section is completed in full.

I hereby give permission for the following person to pick up a permit on my behalf. On request they will be able to produce identification.

Name of person collecting the permit.....

Signature of permit holder..... **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