

Millbrook Parish Council

Millbrook Village Hall, The Parade, Millbrook, Cornwall PL10 1AX
Telephone/Fax 01752 823128 Email: enquiries@millbrook-pc.gov.uk



Resident permit application

Applicant details	
Name :	
Address :	
Email:	
Telephone number :	
Permit details	
Permit required (please ✓ appropriate box)	6 months @ £45.00 <input type="checkbox"/> OR 12 months @ £90.00 <input type="checkbox"/>
Dates required permit to run from	<input type="text"/> to <input type="text"/>

Please email your application form to enquiries@millbrook-pc.gov.uk and allow 7 working for your application to be processed. Payment is required by BACS transfer. On receipt of your application the Council's bank details will be provided. Once we receive confirmation that payment has been made your permit will be issued.

Data protection

- The information you provide on this form will be held by Millbrook Parish Council and used by us to process the allocation of Resident Season permits for West Car Park and for enforcement action (via Cornwall Council).
- Your information will not be used for any other purpose by Millbrook Parish Council and will not be passed onto any other third party without your permission.
- In accordance with Millbrook Parish Council's Retention Policy, the information you provide on this form will be retained for a maximum of one year after the expiry of the permit, after which period it will be destroyed in a secure manner. Electronic data will be maintained in a secure manner.

Conditions of use

- The permit must be prominently displayed immediately behind the front windscreen.
- The permit allows parking only at West Street Car Park.
- Parking is only allowed during the period shown on the permit.
- Responsibility for renewal of this permit rests with holder.
- This permit does not guarantee a parking space within West Street Car Park.
- The permit must only be used for the vehicle(s), person, household and/or business to which it is issued.
- Millbrook Parish Council accepts no liability in respect of loss or damage to any vehicle or the contents of any vehicle.
- Photocopies or alterations to permits are not allowed.
- Failure to display a valid permit or meet the terms and conditions of issue and/or use may result in the issue of a Penalty Charge Notice.
- All vehicles must be legal and roadworthy, otherwise permits & tickets will be invalidated and the owner may be fined by enforcement.

I accept, (print name)	the above terms and conditions
Signed	dated.....

For office use		
Start date:	Expiry date:	Permit Number:
Payment details		Date of issue:
Signed on behalf of Millbrook Parish Council		