



Residential and Business Waiver Permit terms and conditions

- The below requirements need to be met and relevant evidence provided in order for a waiver permit to be issued, any permit application where the requirements are not met will be declined.
- The permit is non-transferable.
- The permit is only to be used for its specified use, if used for anything other than this the permit may be invalid.
- If the permit is no longer required then it must be returned to us with a letter explaining that it is no longer needed, the return address is West Suffolk Council Parking Services, Admin Office, Level 6, Parkway Multi-Storey Car Park, Parkway, Bury St Edmunds, Suffolk, IP33 3BA .
- Please note residential waivers are restricted to one per qualifying household.
- **East Street and Springfield Terrace, Sudbury** – Allows parking in East Street in limited waiting bay where normally limited to one-hour restriction.
- **Acton Square and Church Walk, Sudbury** – Allows parking within the parking places for Acton Square.
- **Lode Street, Brandon** – Allows parking in Lode Street in limited waiting bays where normally limited to a 30-minute restriction.

Town	Permit scheme	12 months from date of issue	Payment required	Notes	Evidence required
Brandon	Lode Street	12 months from date of issue	No payment	Residents permanently residing in Lode Street who do not have garage facilities	Council Tax bill confirming name and address, and evidence that the vehicle has no garage facilities.
Bury St Edmunds	St Andrews Street South Delivery Permits	12 months from date of issue	No payment	Access for regular deliveries to premises along this road	Evidence to confirm that the vehicle is registered to a business within St Andrews Street.
Bury St Edmunds	St Andrews Street South ID Permits	12 months from date of issue	No payment	To access off street parking	Evidence to confirm that the vehicle is registered to a business within St Andrews Street.
Bury St Edmunds	The Traverse Loading Permits	12 months from date of issue	No payment	Permit holders may use designated bay any day of the week.	Evidence to confirm that the vehicle is registered to a business within The Traverse.
Bury St Edmunds	Dial-a-ride Permits	12 months from date of issue	No payment	Permit holders may travel within The Traverse or St Andrews Street South to pick up or drop off passengers	Confirmation of vehicle being registered to a taxi licensed vehicle.
Clare	High Street	12 months from date of issue	No payment	For doctors who need to park near Guildhall Surgery while on emergency call.	Practice manager provides names and numbers.
Haverhill	High Street	12 months from date of issue	No payment	Delivery permits for High Street only allowed between 10am and 4pm.	Evidence to confirm that vehicle is registered to a business within the High Street.
Sudbury	East Street, Springfield Terrace, Acton Square, Church Walk	12 months from date of issue	£5 charge	1-6,29-34, 44-71 East Street Springfield Terrace Properties that directly front Acton Square Berry Terrace 1-4 Church Walk who do not have garage facilities.	Council Tax bill confirming name and address.