

Car parking permit terms and conditions

1. During mid-to-late March 2026, there will be a height restriction barrier installed at the entrance to **Nowton Park** car park. Vehicles over 2.1metres in height will therefore no longer have access to the site from this point.
2. The car parking annual permit is only valid when prominently displayed on the inside of the front windscreen so that the information on the permit can be read by an attendant. Failure to display correctly will result in the issuing of a Penalty Charge Notice.
3. Car parking permits are not transferable and may only be used for the vehicle registration(s) given by the holder.
4. A maximum of two vehicles per application. This cannot be changed midterm. If only one vehicle registration is supplied on application an additional vehicle cannot be added. A new permit would need to be applied for the second vehicle with the appropriate fee paid.
5. One permit per vehicle will be issued.
6. No midterm amendments will be allowed to change the site for which the original permit was applied for, this includes requests to change from a single site permit to multi site (Brandon Country Park, Nowton Park and West Stow Country parks).
7. The council will not provide refunds for car parking permits.
8. Car parking permits may only be used in the car park for which they are issued.
9. Lost or stolen parking permits will not be replaced and must be reported to the Parks department immediately to avoid fraudulent use.
10. If an incorrect vehicle registration number is entered on the application by the customer or any of the permitted vehicles are replaced before the permit expires, there will be a £5 administration fee for a single replacement permit to be issued. The original permit must be returned to the council parks department and payment made before a replacement permit can be issued.
11. The council reserve the right to withdraw the car parking annual permit facility from any site – existing car parking annual permits will be honoured, or an alternative offered.

12. Overnight parking is prohibited, unless directly authorised by the council.
13. Parking is subject to the availability of spaces. Under no circumstances can a space be reserved or guaranteed.
14. Drivers must comply with the current parking orders. Rules for the use of the parking spaces are displayed in the car parks. Vehicles not parked wholly within a marked parking bay will be issued with a Penalty Charge Notice.