

Terms and Conditions - General

1. The permit remains the property of the West Suffolk Council. If it is misused, it may be withdrawn at the Council's discretion. West Suffolk Council will not compensate the permit holder for any unused months if the permit is withdrawn due to failure to comply with T&C's.
2. The scheme will be enforced by West Suffolk Council. A Penalty Charge Notice (PCN) may be issued for not displaying a valid permit, and/or the permit not being clearly/correctly displayed. The cost of the PCN will be subject to current Traffic Management Act (2004) legislation.
3. The definition of a 'vehicle' for the purpose of this scheme is: 'A motor car or van (under 3.5T), or a motorcycle'. No other vehicles can be parked within a residents parking area, subject to exemptions in condition 13.
4. For a 'non vehicle owning household' within the scheme, where a senior citizen resides who requires the permit for use by legitimate visitors, one permit for use by these visitors will be issued free of charge. The definition of a 'non vehicle owning household' for the purposes of this scheme is: 'A property which appears on the Council Tax register within the residents parking zone in which no person who normally resides in that property owns, leases, hire purchases or keeps and uses a vehicle'. A senior citizen who resides in a vehicle owning household must pay normal permit fees.
5. a) One permit will be issued free of charge to any household within a residents parking zone with a resident blue badge holder. An additional permit may be purchased if required at the second permit price. This condition is only applicable to residents where you can purchase two permits per household. (b) Blue badges must be displayed on the vehicle alongside the permit when parking within residential parking bays.
6. Vehicles must be roadworthy with current MOT, insurance, and road fund licence; failure to comply will result in the permit becoming void and being withdrawn and the keeper of the vehicle reported to the DVLA.
7. Vehicles must be removed if a West Suffolk Council Civil Parking Enforcement Officer so requests.
8. The permit must be clearly displayed on dashboard of the vehicle and be clearly visible to a Civil Enforcement Officer.
9. Applications for parking permits must be made online at www.westsuffolk.gov.uk/parking Please allow 10 working days from application for processing and dispatch. West Suffolk Council cannot be held responsible for delays with Royal Mail.
10. You will be eligible for a refund only if a full six months is remaining when you move out of the zone. You must surrender your permit whether a refund is due or not. Please return permit by post: Customer Services, West Suffolk House, Western Way, Bury St Edmunds, IP33 3YU. You **must** include the full name and address of the permit holder and a contact phone number so we may administer any refund due.

If you move within the zone, you do not need to surrender your permit but you should notify us of your new address by email: Customer.Services@westsuffolk.gov.uk. Please include your permit number, full name, new address and previous address.
11. The replacement of a lost, stolen or damaged permit will be cost £12, even if the original permit was issued free of charge. This is subject to the Council's satisfaction to such a loss.
12. The scheme does not automatically renew annually. You are responsible for applying each year. A reminder will normally be sent out approximately one month before the expiry of current parking permit.
13. Trades people working at properties within a zone must obtain a temporary contractor permit to park. To apply, go to www.westsuffolk.gov.uk/parking/parking-permits/index.cfm The only exemptions to this are doctors and other medical practitioners and statutory undertakers, delivery vehicles etc.

Terms and Conditions - Zone Specific

Who can purchase permit(s) and visitor vouchers and where you can park:

Those whose reside within the boundaries of the Zone can purchase parking permit(s). Vehicles displaying a valid parking permit will be entitled to park within the marked bays designated for residential parking.

View map for zone details – [Zone A, Haverhill \(westsuffolk.gov.uk\)](https://www.westsuffolk.gov.uk)

Cost of permit(s):

An annual fee of **£45.00** will be made for the first permit and **£60.00** a second permit. The permit will be valid between 1 April and 31 March annually. For those applying after the commencement of the scheme, the amounts payable are as follows:

Cars		
	1st permit	2nd permit
October – March	£22.50	£30.00
Motorcycles		
October – March	£11.25	£15.00

Operational times:

24 hours a day, seven days a week. The scheme is also in operation on Bank Holidays. Individual spaces will not be allocated. There will be no guarantee of an on-street parking place.