



PROCEDURE FOR OBTAINING PERMITS

(Permits valid from 1 July 2020 to 30 June 2021)

PLEASE NOTE

Due to COVID-19, CTC is **not** taking cash payments and is discouraging visits to the Town Hall for your safety and our staff. However, if you would prefer to come in person to the Town Hall, please arrange an appointment by telephoning 01840 212880. The preferred method to obtain a permit is to apply by emailing admin@camelford-tc.gov.uk.

HOW MUCH IS A PERMIT?

£25 for the first car in your household or workplace. £100 for every car thereafter. This remains unchanged from last year. For further details, please see Car Park Terms and Conditions on our website (<https://www.camelford-tc.gov.uk/wp-content/uploads/2020/06/Season-ticket-CTC-Terms-and-conditions.pdf>)

HOW TO RENEW IF YOU ARE ALREADY A PERMIT HOLDER

Unless your circumstances have changed (e.g. changed your car, address or place of work (if a business permit)), CTC will not require evidence of your address or workplace. You will need to email your name, address, car registration and place of work (if you are obtaining a work permit) to admin@camelford-tc.gov.uk. Payment to be made by BACS to the following account:

Camelford Town Council

Sort Code: 20-74-20

Account No: 50251100

In the reference please state your surname and car registration

WHAT IF I DON'T HAVE ONLINE BANKING?

If you do not have online banking, please send in a cheque to Camelford Town Council, Town Hall, Market Place, Camelford PL32 9PD. Cheques to be made payable to "Camelford Town Council". Please write your car registration on the back of the cheque. Due to quarantine of post, there will be a 3-day delay in sending out your permit. You must still

contact CTC either by email or telephone with your details as above. Without this, CTC cannot send your permit.

If your details have changed, you will need to follow the procedure below for those who are not a current permit holder.

HOW TO APPLY IF YOU ARE **NOT A CURRENT PERMIT HOLDER**

You can either:

Email admin@camelford-tc.gov.uk with your name, address and place of work (if a business permit), together with a scanned copy of proof of address (e.g. utility bill or council tax letter), or in the case of a business permit, a letter from your employer on headed paper; **or**

Telephone 01840 212880 and arrange an appointment. It would be helpful to pay by BACS **before** you come into the Town Hall, so your permit can be issued straight away. CTC cannot issue permits without payment. You can also bring in a cheque made payable to "Camelford Town Council". As noted above, the preferred method of payment is by BACS to reduce contact with paper, and therefore ensure the safety of our staff.

Please make sure that you read the Terms and Conditions. A copy is available from the Library on request or can be emailed to you. This outlines amongst other things, how to get a replacement permit or what to do if you change your car. If you have a resident permit and move out of the Camelford Parish, you will not be eligible for a permit and should inform Camelford Town Council.

A copy of the Car (Off Street Parking) Order 2019 can be found on the website <https://www.camelford-tc.gov.uk/wp-content/uploads/2020/06/CTC-off-street-Parking-Order-2019-Made.pdf>

If you have any queries, please contact admin@camelford-tc.gov.uk