



PROCEDURE FOR OBTAINING PERMITS

(Permits valid from 1 September 2021 to 31 August 2022)

PLEASE NOTE

Due to COVID-19, CTC may (subject to Government advice) stop taking cash payments and discourage visits to the Town Hall for your safety and our staff. The preferred method to obtain a permit is to apply by emailing admin@camelford-tc.gov.uk.

HOW TO APPLY **NEW INFORMATION!**

You will need to complete and sign a registration form which is available on the website, Facebook page and from the Town Hall. Please then either return by hand or email to admin@camelford-tc.gov.uk.

For current permit holders, 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.

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

Complete and sign a Registration Form and return by hand or email to admin@camelford-tc.gov.uk. You will **also** need to provide evidence that you work or live in the Parish of Camelford.

EVIDENCE REQUIRED

You can bring in or email 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 on the website (www.camelford-tc.gov.uk) or from the Town Hall/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.

HOW MUCH IS A PERMIT?

Businesses - £25

Residential - £25 for the first car in your household. £100 for every car thereafter. 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 PAY

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 bring in or post 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. You will still need to come in and collect your permit unless otherwise arranged. You must still contact CTC either by email or telephone with your details as above.

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