



# PROCEDURE FOR OBTAINING PERMITS

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## Churchfield Car Park

(Permits valid from 1st January – 31st December)

### HOW MUCH IS A PERMIT?

£50 for the first car in your household/business. £150 for every car thereafter. For further details, please see Car Park Terms and Conditions on our website

### 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](mailto: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 come into the library to pay by cash, or 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. If paying by cheque, 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](mailto: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- and

send your payment via bacs transfer with your Car Registration as the payment reference; 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 or cash.

Where a first permit is being applied for by a business, the business must provide a letter on official letterhead confirming that they agree to the £50 permit being issued. Any additional permits issued to the same business will be charged at £150 each.

Please note- if you choose to purchase your permit via email- your permit will not be valid until you have received written confirmation.

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 2022 can be found on the website:

If you have any queries, please contact [admin@camelford-tc.gov.uk](mailto:admin@camelford-tc.gov.uk)