

HEALTHCARE PERMITS-NOTES FOR THE GUIDANCE OF APPLICANTS

1. GENERAL INFORMATION

Healthcare Parking Permits will be available to the following: eligible medical staff and associated care personnel who need to visit patients at home within the CPZ will be issued with special permits.

A letter of confirmation should be provided from line management that can demonstrate a permit is essential to carrying out their duties.

Healthcare Permits must only be used within a the Controlled Parking Zone.

3. CHARGES

£5.00 per year.

4. PROOF OF VEHICLE OWNERSHIP

A copy of the Vehicle Registration Certificate (V5C) must be produced for every application, including renewal. If the V5C is not available (only in the case of a recent change of vehicle ownership), a bill of sale/invoice or an insurance cover note, specifying the vehicle number and your name or that of your company, may be acceptable. If your vehicle is 'owned' by your employer and the Vehicle Registration Certificate is in the name of the company, a letter is also required on headed paper from the Company Secretary (not the applicant) or someone of equal authority, specifying that the vehicle is allocated to you for your EXCLUSIVE USE as an employee. If your vehicle is 'owned' by a leasing or hiring company, the lease/hire agreement is required, together with a letter from your employer, if applicable (see above).

DIFFICULTIES WITH VEHICLE REGISTRATION DOCUMENT (VRD)

In the case of a lost/defaced V5C, a V62 form may be obtained from any Post Office, completed and submitted to DVLA, Swansea.

CHANGE OF VEHICLE

A permit MUST NOT be altered. A new one will be issued when a vehicle is changed.

Use a copy of this form to notify the change, return the current permit for replacement and enclose proof of new vehicle ownership. In the event of a short term change of vehicle (e.g. a loan vehicle from a garage), then full details of the temporary vehicle must be notified to the Parking Services Team immediately.

APPLICATION PROCEDURE

Please complete, sign and post or deliver this form to:

**The Parking Services Team
Horsham District Council
Park North,
North Street,
Horsham
West Sussex, RH12 1RL
Telephone: 01403 215058/6**

Office hours are 9.00am to 5.00pm - Monday to Thursday and 9.00am to 4.00pm on Friday. The staff will be pleased to assist you with any enquiries should you wish to call in or telephone.