

APPLICATION FOR SCHOOLS RESIDENT PERMIT

**St. Peters School, Headlands, Kettering and/or
St. Thomas More School, Northampton Road, Kettering and/or
Wren Spinney School, Westover Road, Kettering**

St Peters School Control Parking Zone: Zone J

***St Thomas More School and Wren Spinney School Control Parking
Zone: Zone M and Zone M (extension)***

**YOU MAY ONLY APPLY FOR A SCHOOLS RESIDENT PERMIT IF YOU HAVE A
CHILD/CHILDREN AT ONE OR MORE OF THE SCHOOLS STATED ABOVE**

Terms and Conditions

Permits will only be issued to parents/guardians of children at St Peters School and/or St Thomas More School and/or Wren Spinney School, on receipt of a completed online application to park within the resident's-controlled parking zone adjacent to the school.

Parents/Guardians are only eligible for one schools resident permit per property except in exceptional circumstances.

Each permit can have up to two nominated vehicles on it; however, the physical permit will have to be displayed in the vehicle that is actually parked in the controlled parking zone.

A virtual permit requires applicants to sign into their account to set which vehicle will be parked within the controlled parking zone prior to leaving their vehicle unattended.

If unable to swap a physical permit between vehicles with ease, then you are to apply for the virtual permit, ensuring the correct vehicle has been assigned to their permit before parking within the associated parking zone.

Please note that vehicle evidence is required for each vehicle stated on your application. Where only the vehicle registration document, vehicle insurance schedule or a company headed letter will be accepted as sufficient evidence.

Permits are valid between the hours of 08:00-09:00 hrs and 15:00-16:00 hrs on Monday to Friday during school terms only. If you park outside of those hours, you risk being issued a Penalty Charge Notice, as your permit will be invalid.

Permits have an annual fee of **£15.00** per academic year.

For guidance on how to complete a schools resident permit application please refer to the sources provided on our website, which can be found on our [parking page](#).

**Please upload completed declaration forms when applying for your permit using the online system, failing to supply these may result in the application being refused or delayed.
These pages have been marked for attachment.**

Declaration

WARNING: It is an offence to give false or misleading information. If you do, we may prosecute.

You must read each section below and sign that you have read and understood them fully.

- I understand and accept that you may ask to visit these premises before or after issuing a permit to make sure I have provided the correct address. If I refuse, I understand it is likely that you will not give me a permit or will withdraw the permit.
- I understand that you will use the personal information I have given in line with the Data Protection Act 1988. Warden Services will use the information I have given to issue school permits. I accept that you may pass this information to other Council Departments for this and related purposes.
- I understand that you may check my details with the school my child/children attend and in the case of any abuse of the parking permit will share my details with the school.
- I understand that you have to protect public funds you handle, so you may use the information I have provided on this form to prevent and detect fraud. You may share this information with other bodies who handle public funds for these purposes only.
- The Council will return any original documents via the Royal Mail with your Permit. Should you not wish the Council to do so then you must inform the Council on your application and attend the Customer Services Centre personally to collect these documents. The risk of loss of documents remains with you should you wish the Council to use Royal Mail.

I have read, understood, and agree to abide by the instructions and notices which accompany this application form. By signing the section below, you also confirm that you are indeed a parent/guardian of a child/children who attend one of the three schools stated in this application.

Title (i.e., Mr, Mrs, Miss, Ms): _____ Surname: _____

First Names (in full): _____

Signature: _____ Date: _____

WE RESERVE THE RIGHT TO REQUEST TO VIEW ORIGINALS OF ANY COPIED DOCUMENTS SUPPLIED.

This page is required to be attached to your online application

Proofs of Entitlement

Permits for parents of children attending St Peters School and/or St Thomas More School and/or Wren Spinney School will only be issued where this form is endorsed with the school stamp.

Declaration of Entitlement

I confirm that _____ (name of parent)
has a child / children at (please circle) St Peters School and/or St Thomas
More School and/or Wren Spinney School during the current academic year.

Signature: _____ Date: _____
(School representative)

Print Name: _____

Official Stamp:

This page is required to be attached to your online application.

PRIVACY NOTICE

Why we collect information about you?

North Northamptonshire Council operates various car parks within Kettering Town Centre for which charges are made. We also administer a number of Residents' Parking Schemes and enforce on-street parking controls. To carry out these functions it is necessary for us to collect and hold your personal information.

How will we use the information we hold about you?

The categories of information we collect to administer parking services are:

- Basic vehicle details such as registration number, make and model, location of vehicle
- Basic information about you e.g. Name, address, telephone number, email address
- Images of you if the Warden has activated their body worn camera
- Details of your credit or debit card if you have used this to pay for a service

The information collected will be used in the following ways:

- Carry out parking enforcement
- Process car park season ticket applications
- Process Residents Parking Permits or Business Parking Permits
- Process Waivers & Suspensions
- Card payments for parking

What is the basis for us to process your data?

- The performance of a contract to which you are a party (season tickets, residents parking permit and waivers & suspensions)
- To carry out tasks which are in the general public interest or in the exercise of official authority vested in the Council (under the Road Traffic Act 1984)

Who will we share your information with?

Only relevant employees of North Northamptonshire Council have access to information held in relation to parking matters. This will be restricted to staff in our Public Services Team. The Council uses the facilities of an e-Commerce company, WorldPay, to process your credit/debit card transaction securely. All communication between you and WorldPay is encrypted and can only be interpreted by WorldPay. The Council does not have access to or store your cards details. For details on how your information is handled via our website, please visit

<https://www.northnorthants.gov.uk/service-privacy-notices>.

How long do we keep your records?

We will only keep your information for the minimum period necessary and in line with our Corporate Retention Schedule. Information will be securely destroyed when no longer needed. Penalty Charge Notices and enforcement records are held in year and for 6 years after the case is closed (maximum of 7 years). Footage captured by body worn cameras is only retained if necessary, for the pursuit of an offence, otherwise it is destroyed immediately.

For further information:

For details regarding your rights under Data Protection law or how to make a complaint if you think we have mishandled your personal information, please visit:

<https://www.northnorthants.gov.uk/service-privacy-notices>.