



**APPLICATION FOR AGENCY OR GROUP SERVICE PROVIDER  
CARERS PERMIT – CONTROLLED PARKING ZONE (CPZ)**

Controlled Parking Zone (for Town) \_\_\_\_\_

**You may only apply for a carers permit if you administer care within the controlled parking zone and the care agency is registered with the Care Quality Commission (CQC).**

**The home care agency administering care must provide:**

- **Certificate of Registration with the Care Quality Commission (CQC).**
- **A letter (on company letterhead) from registered care provider confirming your employment and that you are registered to administer care.**

**You can contact the council on (01482) 393939.**

All permits are charged at the appropriate rate per town, and are transferable between staff/vehicles.

Please indicate how many permits you require:

Number                      @                      £

This application should be completed by the service provider or care agency.

Please write clearly in block capitals and tick all the relevant boxes and fill in fully all the details requested.

Is this:

- A new application for a permit? (Fill in sections B, E)
- Renewal of an existing permit? (Fill in sections A, B, E)
- An application to replace a lost, stolen or destroyed permit? (Fill in sections B, D, E)
- Notice you have changed your contact name or business address? (Fill in sections C, E)

**A Renewal of Permit**

Current permit number \_\_\_\_\_

If your details have not changed since you last applied for a permit please fill in sections B and E and return this application form.

If any of your details have changed you must complete section B, C, and E.

## **B Your Contact Details**

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

First Names (in full): \_\_\_\_\_

Name of Care Agency or Group Service Provider: \_\_\_\_\_

Address of Care Agency or Group Service Provider: \_\_\_\_\_

Postcode: \_\_\_\_\_

Position Held: \_\_\_\_\_

Telephone Number (Business): \_\_\_\_\_

Mobile: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

You must include proof of the business. Without this a permit will not be issued.

- I enclose a company letter head as proof of the business
- I enclose a Certificate of Registration with the Care Quality Commission (CQC).

For Office Use:  
CSC  
Attach photocopy  
of original  
documents

## **C Change of Name or Address**

If applying by post copies are acceptable however originals must be shown if applying in person.

Current Permit Number \_\_\_\_\_

### **Existing details:**

Contact Name: \_\_\_\_\_

Position Held: \_\_\_\_\_

Address: \_\_\_\_\_

### **New details:**

Contact Name: \_\_\_\_\_

Position Held: \_\_\_\_\_

Address: \_\_\_\_\_

- I enclose a company letter head to prove new address or name

For Office Use:  
CSC  
Attach  
photocopy of  
original  
document

## **D Lost, stolen or destroyed permits**

Was the permit:            lost             stolen             destroyed

Crime/Lost Property reference number: \_\_\_\_\_

Date reported to the police. \_\_\_\_\_

Police station reported to: \_\_\_\_\_

Lost or destroyed permits are replaced on payment of the original fee. However, if your permit or vehicle has been stolen and a crime/lost property reference number is supplied the permit will be replaced at no charge. Illegal use of a permit reported to be lost or stolen will result in a parking charge notice being issued

## **E Declaration**

The person named in Section B must sign this declaration.

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

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

**Full details on the CPZ/RPS permits are available at [www.eastriding.gov.uk/cpzpermit](http://www.eastriding.gov.uk/cpzpermit) (for CPZ) and [www.eastriding.gov.uk/rpspermit](http://www.eastriding.gov.uk/rpspermit) (for RPS). You must ensure that you have read and understood this information before signing the declaration.**

- I confirm that the address shown in Section B on this form is the address of the Care Agency or Group Service Provider.
- I understand and accept that you may ask to visit these premises before or after issuing a permit to make sure I have given 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 GDPR. Parking Operations will use the information I have given to issue resident carers permits. I accept that you may pass this information to other Council Departments and the DVLA for this and related purposes.
- 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 your documents via the Royal Mail with your Permit. Should you not wish the Council to do so then you must attend at your local Customer Service Centre personally to produce these documents. The risk of loss of documents remains with you should you wish the Council to use the Royal Mail.
- If I stop administering care within the Controlled Parking Zone I will return my Carer permit immediately.

**Enforcement Privacy Policy** – If required, your personal information may be collected to enable the council to complete its legal obligation to pursue outstanding penalty charge notices. The Council will hold your information securely and if required share it with other organisations associated with dispute resolution or the collection of penalty charge notices served by this council. For more detail on your rights and what happens to your information visit [www.eastriding.gov.uk/privacynotice](http://www.eastriding.gov.uk/privacynotice) or call us on 01482 393939.

I understand that I must promptly inform East Riding of Yorkshire Council of any other changes that may affect my entitlement to an Agency or Group Service Provider Carers Permit.

I have read, understood and agree to abide by the guidance notes and conditions of use.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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

Please return your completed application form along with copies of the original documents to:

Permits  
PO Box 299  
Beverley  
East Riding of Yorkshire  
HU17 6FH

For Administration Use Only

Fee Paid : £

Receipt Number :

Can Number :

Date :



## **GUIDANCE NOTES & CONDITIONS OF USE**

### **AGENCY OR GROUP SERVICE PROVIDER CARERS PERMIT – CONTROLLED PARKING ZONE (CPZ)**

#### **1. How do I fill in the form?**

Please write clearly in black ink, using block capitals and remember to tick all the relevant boxes. Your application will be rejected and returned to you if it is not completed correctly, or if the additional documentation is not supplied. If you are applying in person at the Customer Service Centre, you are required to provide original documents.

Please note that photocopies of documents are acceptable when sending your application through the post, however, we reserve the right to view original documents upon request.

#### **2. Applications by post**

Applications by post must be sent to the address detailed below and you must enclose copies of all original documents.

Permits  
PO Box 299  
Beverley  
East Riding of Yorkshire  
HU17 6FH

You must enclose full payment with your submitted application form.

If paying by cheque, please write your name and address on the back of the cheque and make payable to "ERYC" (East Riding of Yorkshire Council). Please do not send cash in the post and for details of current price of permits please visit our website at [www.eastriding.gov.uk](http://www.eastriding.gov.uk) or call 01482 393939

We aim to process postal applications within seven working days, however you should allow at least ten working days to make sure you receive your permit before your current one expires. Please be aware that you can renew your permit at any time in the month prior to expiry. A record is kept of all permit applications received and we will return your permit and supporting documentation via the Royal Mail postal system. Please note that permits will be posted to the address on the application form and we do not accept responsibility for any loss or damage to the contents.

If your application form is not filled in correctly or you have not enclosed the relevant original documents, we will return the form and supporting documents to you by post. Your application will then need to be resubmitted accordingly.

### **3. Applications in person**

You can take the form and relevant original documentation to your local Customer Service Centre where it will be checked and processed. Payment can be made by cash, postal orders, cheque (made payable to ERYC) or by credit or debit card (NOT American Express or Diners Card). Details of Customer Service Centre opening hours are available on the East Riding of Yorkshire Council (ERYC) website.

Your application will be referred to the Permits Office and once processed your permit will be posted to the address in Section B of the application form.

### **4. What should I do if I need help?**

If you have any questions or require additional support in completing the application form, please contact ERYC on 01482 393939 or visit your nearest Customer Service Centre. Please be aware that phone calls may be recorded for training purposes.

### **Reporting fraudulent permit holders**

*If you believe that someone is using an Agency or Group Service Provider Carers Permit which they may not be entitled to, please call ERYC on 01482 393939. We will keep your details confidential.*

### **5. Who qualifies for an Agency or Group Service Provider Permit?**

There are parking permits available to Agency or Group Service Provider Carers registered with the Care Quality Commission.

### **6. Where can a Carer park with an Agency or Group Service Provider Carers Permit?**

If you have a valid Agency or Group Service Provider Carers Permit you can park in any area designated for use by Resident Permit Holders.

You are not allowed to reserve a specific parking bay. You must park your vehicle so that the wheels are within the white markings and you cannot park a trailer or caravan in a resident parking bay.

Having a permit does not guarantee you a space.

### **7. When can a Carer park with an Agency or Group Service Provider Carers Permit?**

Each area/town will be subject to specific regulations.

Unless individual signs say otherwise, the controls on resident parking bays apply during the times shown on the parking signs.

### **8. Where does a Agency or Group Service Provider display the permit?**

You are responsible for making sure that the permit is displayed and clearly visible at all times whilst you are administering care.

## **9. Suspending parking bays**

We may have to suspend resident parking bays for a number of reasons, for example, for road works or large delivery vehicles. If we do this, we will normally give three working days' notice (unless it is an emergency). During suspensions you will not be able to park in the bay or bays that are affected. When this happens we will put up a parking suspension sign telling you when the suspension starts and ends.

## **10. Proof of current registration with the Care Quality Commission.**

You will need to provide your home care providers Certificate of Registration with the Care Quality Commission (CQC).

## **11. Lost, stolen or destroyed permits**

### **Lost or destroyed**

If your permit has been lost or destroyed you will be charged the original fee for a replacement permit.

### **Stolen**

If your permit or vehicle has been stolen and you provide a crime reference number (not a log number), we will waive the fee and issue a replacement for you. If you do not have a crime reference number, we will treat this as a lost permit and you will be charged the original fee for the replacement permit.

## **12. Returning a permit**

If you cease to administer care or stop receiving care within the CPZ, you must return the Agency or Group Service Provider Carers Permit to the address below. Failing to return your permit may result in the issuing of a Penalty Charge Notice.

Permits  
PO Box 299  
Beverley  
East Riding of Yorkshire  
HU17 6FH

## **13. Refunds**

Refunds will not be given under any circumstances.