

HIGH PEAK BOROUGH COUNCIL
PERMIT APPLICATION FORM – DCC RESIDENTS PARKING SCHEME

Please complete the form below:

Please indicate the permits you require by marking (x) in the box (see overleaf for pricing):		
RESIDENTS <input type="checkbox"/> FIRST PERMIT (£35) <input type="checkbox"/> SECOND PERMIT (£50)	VISTOR DAY PERMITS: <input type="checkbox"/> ALL DAY (£3) <input type="checkbox"/> 1 HOUR (55p)	<input type="checkbox"/> BUSINESS (£70) <input type="checkbox"/> HOLIDAY (£150)
Vehicle Registration No.: <i>(Residents Permits Only)</i>		
Type/Class of Vehicle:		
Is this a change of vehicle notification? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Full Name:		
Company Name: <i>(if applicable)</i>		
Charity Name & No. <i>(if applicable)</i>		
Address:		
Postcode:		
E-Mail Address: <i>(so that we can notify you when your permit is ready)</i>		
Daytime Tel. No.: <i>(in case of any queries and if you wish to pay by card)</i>		
Payment method (please indicate):	<input type="checkbox"/> Cheque <input type="checkbox"/> Postal Order <input type="checkbox"/> Credit Card <input type="checkbox"/> Debit Card	
Do you wish to collect the permit from the Town Hall? <input type="checkbox"/> Yes <input type="checkbox"/> No		
PLEASE SEE OVER FOR DETAILS OF DOCUMENTS REQUIRED FOR EACH PERMIT TYPE		

Office Use Only: Number of permit Zone

Date of issue: Expiry Date:

Receipt Number:

A photocopy of the following documents are required to support your application:-

Residents Permit

Council Tax Bill or rent book

Motor Vehicle Insurance

Vehicle Registration Document or Company letter

Payment: £35 for first permit. Second or subsequent permits £50.

No charge on production of motability assessment document.

Business Permit (1 per business)

Business Rates Bill

Payment: £70

Vistor Day Permit (25 per property)

Council Tax Bill or Rent Book

-
- Please ensure a photocopy of the relevant documentation detailed above is enclosed with your application. (We cannot be held responsible for any lost documentation therefore please **do not** send originals). Failure to supply the correct information will result in a delay in issuing your permit
 - Payment details: if paying by via cheque or postal order payee 'High Peak Borough Council'. If you have indicated that you wish to pay by debit or credit card we will telephone you to acquire your card details and authorisation.
 - Application address: High Peak Borough Council, Parking Services, Town Hall, Buxton, Derbyshire. SK17 6EL. If you are hand delivering your application to the Town Hall please ensure all documents and payment are enclosed via sealed envelope addressed to Parking Services.
 - Please allow 4-5 working days for us to process your application.
 - Please indicate on the application overleaf whether you would like to collect your permit from the Town Hall Reception, otherwise permits will be sent second class post or delivered by hand.
 - Further information including scheme guidelines can be found on our website www.highpeak.gov.uk and follow the link for car parking.
 - You can also contact us by e-mail at carparks@highpeak.gov.uk alternatively you can contact us by telephoning 0345 129 7777.