

## Parking Permit Application / Renewal form

Applicants Name .....  
 Company Contact: (if applicable) .....  
 Company Name: (if applicable) .....  
 Address: .....  
 .....  
 ..... Post Code: .....  
 Telephone: (Home) ..... (Mobile) .....  
 Email address: .....

Expiry Date (of old permit):  Old Permit No:   
 (if applicable) (if applicable)

Preferred Start Date (new permits only) (mm /yyyy):

Please indicate your requirements:  
 6 Month  12 Month  Monthly (standing order)  
 & Tick the days of the week you require.  
 Mon  Tue  Wed  Thu  Fri  Sat  Sun

Vehicle Details	VRM 1		VRM 2
VRM (Registration no.)			
Make			
Model			
Colour			
Car Park Preference*			

\* If your preferred location is not available or selected, we will offer an alternative if available.

\*\*If Payment is to be made by standing order, then the permit number is required to be used as a reference for accounting purposes.

Name of Applicant:  
 .....

Signature of Applicant: ..... Date: .....

\*\*\*Applicant / Company Authorised signatory

NB: If the applicant is a company, the said company will be held responsible under the terms and conditions.

For Office Use Only

Payee name: .....

Payment rec'd: £.....

Payment method:

Payment period:

Valid from:

Valid to:

Cheque No: .....

Card No (last 4 digits): .....

Payment date: .....

Permit No: .....

Line No: .....

Date Issued: .....

Issuing Officer: .....

Invoice No: .....

Customer No: .....

\*please delete as applicable

## Whitehaven Harbour Commissioners Parking Permit - Terms and Conditions of Use

By applying for a permit, you are entering into a contract with Whitehaven Harbour Commissioners (WHC) and agree to be bound by the Terms and Conditions of Use (see below), you are also giving your permission for WHC to carry out any background checks as applicable with the DVLA or any other agency in order to check that the vehicle is registered, taxed, insured and has a current MOT certificate.

1. A virtual permit will be issued to your vehicles detailed on the application form. It is your responsibility to inform WHC of any changes to vehicles or circumstances by calling the Parking Office on 01946 590515.
2. Permits for multiple vehicle registrations will be issued on the understanding that only one of the registered vehicles can be parked at any one time. Failure to comply with this will result in all vehicles on the permit will be issued with a Parking Charge Notice.
3. Parking Permits are available on a 3-day 5-day or 7-day basis and will be for 6-month or 12-month periods when paid in advance, or monthly by standing order; please clarify which you require on the application form. All permits will commence on the 1<sup>st</sup> day of the following month. Which 3 days or 5 days must be specified on the application form. These days can not be changed without prior authorisation.
4. Parking permits are valid for the specified days of the week only. Outside of these days normal parking charges will apply. Parking permits are only valid in the car park specified.
5. Permits will be issued on a first come – first served basis.
6. Refunds will only be considered against **annual parking permits** and only if the permit is surrendered before its expiry date. Any refund will be calculated by working out any remaining charges, excluding the month that notice is received in, and refunding the appropriate amount minus administration costs. Requests for refunds must be made in writing.
7. A parking permit does **not** guarantee a parking space.
8. A permit holder failing to update us of changes to vehicles details from the initial application, shall be liable to a Parking Charge of up to £100 but a lesser charge shall be payable if payment is made within 14 days of the placing on the vehicle of the Parking Charge Notice. This will be detailed on the Notice of Parking Charge.
9. Parking Permits used in breach of these Terms and Conditions of Use may be withdrawn.
10. Whitehaven Harbour Commissioners accept no liability for loss or damage to any vehicle or its contents howsoever caused.
11. WHC reserve the right to refuse any application for a permit at their absolute discretion.

**Permit Costs:** Permits are only available for periods of 6 or 12 months in advance or monthly by standing order.

6 Month	3 Days	£386.10		12 Month	3 Days	£729.30
6 Month	5 Days	£529.10		12 Month	5 Days	£1001.00
6 Month	7 Days	£630.63		12 Month	7 Days	£1201.70

### Monthly Standing Order Permit Costs

Monthly	3 Days	£65.78		Monthly Duncan Sq.	7 Day	£116.78
Monthly	5 Days	£90.57				
Monthly	7 Days	£108.44				

Proof of Standing order will be required.  
All costs are inclusive of vat @ 20%

**Administration costs will be payable for the following:**

- Refund request (**Annual Permits only**)
- Change of details
- Lost permit

These costs shall be determined on an annual basis.

### Payment Details

- \*\*\* (1) Cash / Cheque / Credit or Debit Card
- \*\*\* (2) Monthly Standing Order: This will require the first month's payment by one of the methods described in (1) followed by monthly payments by standing order on the 1<sup>st</sup> day of the month. Please contact your bank to set up the standing order using the following information:

\*\*\* (delete as applicable)

### For Standing Orders:

Please contact your bank; you will need the following information.

Name of Beneficiary: Whitehaven Harbour Commissioners  
Reference No: Acct Holders Name & permit number if known  
Bank Name: Barclays PLC  
Sort Code: 20:18:47  
Account Number: 43037770

Once set up please provide a copy of the standing order confirmation from your bank.

### Privacy Policy:

For details of our privacy policy, please visit <http://www.whitehavenhc.org.uk/privacy>

Parking Permit T and Cs - Application - 2026-2027 v1