

## Application form for requesting a licence to park on NNDC car parks or property

Applicant Details			
Name:			
Organisation (if applicable):			
Address:			
Postcode:			
Email:			
Phone number:			
Request details			
Car park(s) where permission is required:			
Dates required:			
Times required:			
Number of permits required:			
Vehicle details			
	Vehicle 1	Vehicle 2	Vehicle 3
Vehicle registration:			
Vehicle type:			

Reason for requesting a licence	
Please select a reason and give further details	
To park vehicle(s) in order to complete works or services to or on properties or land next to car park or council property (including Cromer promenade).	
To site a skip, scaffolding or similar immovable item to complete works to premises next to car park or council property.	
I comply with occupier status <sup>1</sup>	
Contractor or service provider completing works for the Council <sup>2</sup>	
Other, please give details below	
Details of request:	

Conditions of use
<ul style="list-style-type: none"> <li>• Requests are considered and issued on an individual basis.</li> <li>• Permission will not be given where the purchase of a Season Ticket is deemed a viable or reasonable option.</li> <li>• The licence must be displayed at all times the vehicle is parked – in the case of skips or other immovable objects the user must retain the permission slip for inspection if requested. Non display of permission slip in a vehicle may result in a Standard Charge being issued.</li> <li>• One licence will allow parking for one marked bay or 2.5m x 3m space on unmarked car parks.</li> <li>• Licences do not guarantee a parking space.</li> <li>• Licences are not transferable between vehicles unless marked as such.</li> <li>• Users must comply with normal car parking regulations, breach of which may result in a Standard Charge Notice being issued.</li> <li>• Charges for licences are based on the following charging regime based on expected hours and days of use.</li> </ul>

## What happens next

Please complete the form and send to the address given below. Your application will be considered, and a response given within 5 working days (usually by phone or email) along with the proposed charge. If you wish to pursue the application, then licences will be issued and request for payment will be made. Licences can be collected from the Council Office at Cromer or posted, in which case an additional five working days should be allowed.

## Cost

	1 to 10 days	11 to 28 days	29 to 60 days	60 to 120 days	121 to 250 days
Use of one car park	£17	£28	£51	£103	£200 <sup>3</sup>
Use of two car parks	£23	£40	£57	£115	Buy a long or short stay season ticket <sup>4</sup>
Use of three or more car parks	£34	£69	£103	£138	
Skip or other immovable object	Maximum 3 days, maximum 2 items £40 per car park bay or equivalent				

<sup>1</sup> **Occupier Status** Relates to parking on Cromer Promenade only for limited premises

<sup>2</sup> **Contractor** Relates to contractors undertaking works for North Norfolk District Council. Permissions will only cover dates and times of contract. Please give details of Council Department or Service requiring work when making request. There is no charge for the issue of these licences.

<sup>3</sup> Maximum charge for Promenade parking licences £200.00.

<sup>4</sup> Not applicable to Promenade parking, please see leaflet for details.

### Please return completed forms to:

Property Services  
North Norfolk District Council  
Holt Road  
Cromer  
Norfolk  
NR27 9EN

**Email:** [property.services@north-norfolk.gov.uk](mailto:property.services@north-norfolk.gov.uk)