



**BASINGSTOKE AND DEANE BOROUGH COUNCIL
WAITING, LOADING AND DESIGNATED PARKING PLACES ORDER**

Application for a medical/health care practitioner’s conditional dispensation to park

Please complete and return this form, together with the requested documents, to: Basingstoke and Deane Borough Council, Civic Offices, London Road, Basingstoke RG21 4AH for the attention of Corporate Support.

The council requires proof of identity and proof of profession in order to validate this application, e.g. staff ID card or letter from your employer confirming your need to visit clients in their own homes. If sending by post, please send photocopies of your documents and not the originals.

Failure to abide by the conditions of use, which are printed on the reverse of the dispensation, may result in the issue of a penalty charge notice and ultimately, withdrawal of the parking dispensation itself.

APPLICANTS DETAILS – to be completed by all applicants: (please print in BLOCK CAPITALS)			
Full Name:			
Profession:			
Name of surgery/clinic/company :			
Department:			
Address:			
Post code:		Applicant’s daytime telephone number:	
Employer’s email address:			

VEHICLE DETAILS:			
Registration Number:			
Make:		Model:	

DECLARATION:			
I declare that the information given in this application is true and I work for the organisation given above.			
Signed:		Date:	

Basingstoke and Deane Borough Council is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

For further information, see the level 2 notice on Basingstoke and Deane Borough Council’s website which can be found at: www.basingstoke.gov.uk/fraud or contact the Internal Audit team on 01256 845501(direct line) or email: fraudinvestigators@basingstoke.gov.uk

For official use only:

Date	Dispensation number	Renewal	Change of vehicle	Replacement Lost	Replacement Damaged	Applicants staff ID checked	BDBC staff initials

DISPENSATION – CONDITIONS OF USE

The dispensation:

1. May only be used by the person named on it, to park **while carrying out professional visits to clients in their own home** and must not be used for any other purpose.
2. **Must not be used whenever public parking facilities are available** within a reasonable distance of the client's home.
3. Does not exempt the holder from paying applicable charges in the council's public off-street car parks.
4. Only allows parking in residents parking bays when there is **no alternative parking available within a reasonable distance** of the client's home.
5. Only allows parking on single yellow lines where **no alternative parking is available within a reasonable distance** of the client's home. The parked vehicle must not cause obstruction or danger to other road users.
6. Is only valid for use on the vehicle shown. If the holder changes vehicle, the dispensation must be surrendered immediately to the council. A new dispensation will be issued for the new vehicle, providing the applicant remains eligible for one.
7. **Is not valid after the expiry date shown on it.** Any application for renewals must be made in good time to allow for a new dispensation to be issued.
8. Remains the property of Basingstoke and Deane Borough Council and must be surrendered on request.

The holder must:

1. Abide by all the conditions of use listed on the dispensations.
2. Move the vehicle elsewhere, and within the parking/waiting regulations, as soon as the visit to the client has been completed.
3. Move the vehicle if requested to do so by a police officer or a council civil enforcement officer.
4. Not alter the dispensation in any way. **Any alterations to the dispensation will invalidate it.**
5. Surrender the dispensation immediately if the holder's job no longer involves carrying out professional visits to clients in their own home.

Failure to abide by these conditions of use, which are printed on the reverse of the dispensation, may result in the issue of a penalty charge notice and ultimately, withdrawal of the parking dispensation itself.

Basingstoke and Deane Borough Council is the data controller for the personal information you provide on this form. You can contact the council by phone on 01256 844844, via email to customer.service@basingstoke.gov.uk or by writing to us at Civic Offices, London Road, Basingstoke RG21 4AH. The council's Data Protection Officer can be contacted at dpo@basingstoke.gov.uk

The personal information you provide will be used to process your request. It is necessary for you to provide this information to us so that we can process your request/provide the service you have requested.

- We may share your information with other teams within the council in order to provide a service to you, to ensure our records are kept up to date or otherwise where we are required to do so.
- We will not disclose any information to other organisations unless we are required by law to do so or to prevent fraud.
- Your personal details will only be held as long as is needed for this purpose and in accordance with our retention policy.

For further details on how your information is used; how we maintain the security of your information and your rights, including how to access information we hold on you and how to complain if you have any concerns about how your personal details are processed, please visit www.basingstoke.gov.uk or email dpo@basingstoke.gov.uk