

Carer's Permit Application Form

Please read these Terms and Conditions carefully before completing the application form.

Telephone enquiries: 0333 999 8889

Email: Somerset@parkingenquiry.co.uk

Somerset County Council (SCC): Parking Enforcement Services

Carer's Permits for Residential Parking zones Terms and Conditions of Use

Defined Terms:

'Somerset Care Provider' means an organisation, either the NHS or registered with the Care Quality Commission, providing homecare services or healthcare visits to clients who reside in resident's parking zones in Somerset. Somerset Care Providers may be providing care or health services to local authorities or other public bodies, or to private clients. The Authority will maintain a list of such organisations. Within this broad definition, the Authority will retain discretion as to which organisations are included on the list.

'Carer Vehicle' means a vehicle used by an employee or worker to travel to and from the residence of a client who resides in resident's parking zones in Somerset to carry out services in the course of business of a Somerset Care Provider.

'The Authority' means Somerset County Council or its agent NSL Ltd. (Registered Office: Westgate House, West Gate, London W5 1YY – Company Registration No.06033060).

1. Conditions of use:

- a) Carer Vehicles displaying a valid SCC Carer's Permit will be permitted to park, for a maximum of two hours, within Resident's parking zones only when the vehicle is being used to visit a property whilst undertaking a homecare/medical visit.
- b) A Carer's Permit does not permit Carer Vehicles to park:
 - i. In any resident's zone when the vehicle is not being used to visit a property whilst undertaking a homecare/medical visit.
 - ii. For more than two hours
 - iii. In any off-street Car Park without charge, at any time. Carers must ensure that they pay for off-street parking in the normal way.
 - iv. On any yellow line restrictions – Carers are not exempt from yellow line restrictions and must not contravene them, regardless of whether a Carer's Permit is displayed.

- v. For longer than the permitted waiting time in a limited waiting bay. Carers are not exempt from the time limits shown on the signs.
 - vi. In any part of any resident's zone where parking has been temporarily suspended for any reason.
- c) All permits should be displayed on the windscreen of the vehicle with a registration number matching the registration number shown on the permit. A permit will not be valid unless the registration number field is completed. Carer's Permits are not transferable between vehicles. If a carer changes their vehicle, then a new permit must be applied for and the previous permit surrendered.
 - d) Permits are valid for a year from the date of issue. Permits will be marked with an expiry date, and it will be the responsibility of the Somerset Care Provider to ensure permits are renewed prior to expiry (a recently expired permit shall not be deemed to be grounds for overturning any Penalty Charge Notice issued).
 - e) Failure to clearly display a Carer's Permit, or to comply with any aspect of these Terms and Conditions of use, may result in the issue of a Penalty Charge Notice to a Carer's Vehicle.

2. Responsibilities of Somerset Care Providers in respect of Carer's Permits.

Somerset Care Providers must:-

- a) Maintain records of planned and unplanned care and health visits by staff issued with carer's permits, and provide copies of such records on request by the Authority so that the Authority may carry out spot checks to ensure Carer's Permits are being used in line with these Terms and Conditions.
- b) Maintain records of permits issued to staff, including vehicle registration numbers, and ensure that permits are surrendered to the Somerset Care Provider when an employee leaves or changes their vehicle. Where the Authority has reasonable grounds to believe that permits are being used by vehicles which are not owned by employees of the care provider, the Authority may suspend issuing Carer's Permits to that care provider.
- c) Ensuring that carer's permits are renewed prior to the expiry date.
- d) Take reasonable steps to ensure that staff, provided with Carer's Permits, only use them to park when carrying out bona fide visits. Providers will be expected to take disciplinary action with employees in the event that a spot check identifies any misuse of carer's permits – failure to do so may result in the withdrawal of the permit by the Authority (which the Authority reserves the right to do at any time).
- e) Confirm acceptance of these terms and conditions when applying for a Carer's Permit.

3. Eligibility:

- a) Carer's Permits are available to any Somerset Care Provider, provided that the Authority (acting reasonably) considers that such an organisation is a competent and available
- b) There is no limit to the number of Carer's Permits that may be issued to each Somerset Care Provider; however the Authority reserves the right to impose a reasonable limit at its discretion.

4. Charges and process for application:

- a) A charge of £10 will be made for each Carer's Permit. Payment must be made together with the application.
- b) Applications for Carer's Permits can only be made using the form available on the SCC website. Vehicle Registration Numbers for Carer's Vehicles must be included on the application form.

5. Duration of scheme

Once issued, a Carer's Permit will be valid until the expiry date in any event. The Authority will review the scheme regularly and may terminate the scheme at any time. In the event of such a termination, any existing Carer's Permits in issue would remain valid until the expiry date; however no new Carer's Permits would be issued.



Carer's Parking Permit Application Form for a Somerset Carer's Permit for use in Residential Parking Zones

Name of Organisation/Carer			
Address			
Postcode			
Contact Name (for Care Provider)			
Telephone No:			
Fax No:			
Email:			
Date			
How many permit(s) do you require?		Vehicle Registration Number(s) (continue on a separate sheet)	

Please indicate which people in your organisation will be using the permit(s):

Doctors Care Workers Nurses Midwives Other

A charge of £10 will be made for each Carer's Permit.

Total payment amount £.....

Declaration

I understand that if the information is not correct or the conditions of use are contravened Somerset County Council has the power to withdraw the permit without refund.

I also understand that a charge of £5.00 will be made for a replacement permit and that if the permit holder leaves their employer the permit must be surrendered to the care provider and then returned to Somerset County Council.

Signature **Date**

Send your completed application form, supporting documents and payment to

Somerset County Council
PO Box 705
OLDHAM
OL1 9NF

Please note:

Permits will be posted to you within 21 days of receipt of the permit application.

Guidance for Care Organisations: How to apply for a carer's permit

1. Applications must be sent in writing to:

Somerset County Council
PO Box 705
Oldham
OL1 9NF

Application forms (including full terms and conditions) are available to download from the Somerset County Council website.

Your application must include:

- The name and address of the care provider organisation. This is the address to which carer's permits will be despatched.
 - Vehicle registration numbers for each vehicle which requires a permit.
 - A cheque to cover the cost of the permits (£10 per permit).
 - Signed acceptance of the Terms and Conditions.
2. Provided all details are correct, Somerset's parking enforcement team will aim to issue carer's permits within a few days. There may be a requirement to refer applications to the County Council, in order to verify the status of the care provider organisation. Please allow 21 days for applications.
 3. Payment:

There is a charge of £10 for each Carer's Permit. Currently we are able to accept payment by cheque only – we are endeavouring to offer a range of easier payment options.