

Brancaster Parish Council

Policies

Beach Car Park passes

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1. Entitlement

- a. All full-time residents of the Parish are entitled to a car park pass. This gives them free access to the Beach Car Park.
- b. Applicants should be on the Electoral Roll and demonstrate that they pay Domestic Council Tax.
- c. Passes are not transferable and relate to the applicant only – not the vehicle
- d. Passes are issued at the discretion of the Parish Council whose decision is final.
- e. Beach Car Park passes are a privilege of full-time residency – not a right.

2. Application for permits

- a. A date will be set during which permits can be applied for (usually the month of February).
- b. Forms will be available online and at selected retail outlets/Halls in the Parish.
- c. They should be sent to the address provided (usually the Clerk), including the form fully completed, and clearly marked "Car Park Pass".
- d. Applicants will be checked against the Electoral Roll.
- e. A copy of the domestic BCKLWN Council Tax Bill should be sent. (This will be destroyed once confirmed).
- f. A stamped self-addressed envelope should be included – not too small. Without this no response can be sent.
- g. If there are questions over qualification for a pass, these will be explained using the SAE provided. All applications will be acknowledged or returned.
- h. Permits may not be issued until after the end of the application period – in this case old permits will continue to be valid until they have all been sent.
- i. Once this date has passed it will be confirmed on the BPC website.
- j. Correspondence to Council sent without a stamp will not be collected from the

sorting office.

- k. If an electronic system is in place, the procedures may differ, and will be explained on the website.
- l. No queries by phone will be accepted.
- m. New residents – applications may be made from new residents who move to Brancaster during the year. These will be kept and processed on two further occasions during the year – unless otherwise stated, the end of May and the end of August.
- n. The permits of any residents who cease to qualify or abuse the pass may be withdrawn.
- o. Passes will be different colours and have different logos for each year.

3. Use of Permits

- a. Permits should be displayed on dashboard of parked vehicle
- b. Permits are valid at the Beach and future Cherry Tree Car Parks.

4. Staffing

- a. The Clerk will maintain all records, but a pass administrator may be appointed to assist.
- b. Any attempt to bully or abuse the pass administrator will result in refusal of a car pass.
- c. In cases which are not clear a group of three Councillors will make the final decision on whether a pass can be issued.

5. Data protection

- a. Clearly, any application will contain personal data. This will be held securely by the Clerk &/or Car Park Pass Administrator only, and only used for this purpose.
- b. To allow for checking on previous applications information will be kept for the year in question, and the following year only.
- c. As above, supporting documentation will be destroyed: the forms themselves after at most one year, Council Tax and other confidential documents immediately.

This revised policy was agreed at Council on 3/5/2022 under minutes ref 2022.05.03.09.d.b

Document checked for accessibility