



**MORAY COUNCIL – TRANSPORTATION
CAR PARKING PERMIT BY DD APPLICATION FORM**

CAR PARK PERMIT REQUIRED FOR:

- Zone C - £50 pcm** Hall Place, North College Street West, North Port, Northfield Terrace, South Street, St Giles Centre (Levels 1-4 only)

- Zone D - £40 pcm** Elgin Railway Station

- Zone E - £40 pcm** Batchen Lane, Lossie Green, Lossie Wynd

Name

Company.....
(only required if payment being made through a company account)

Address.....
.....

Postcode.....

Telephone Number.....

Email Address.....
(must be supplied)

Car Registration Number(s).....

I have read and agree to abide by the Terms and Conditions for Car Park Permits issued by Moray Council and consent to their use of my personal information under the conditions of their GDPR Statement.

Signature..... **Date**.....

TERMS AND CONDITIONS FOR CAR PARKING PERMITS

General Conditions

- A permit does not guarantee you a parking space.
- You must email carparks@moray.gov.uk if there is an issue with your permit or payments.
- You must advise the Council by email in advance of any change of address, to ensure safe receipt of your replacement permit.
- The permit holder is responsible for removing the permit from a vehicle before it is sold.
- Monthly invoices will not be issued unless you request them, please contact Payments on 01343 563144 to arrange this once your permit has been issued.
- Moray Council reserves the right to cancel/refuse permits if a permit holder does not abide by the Terms and Conditions of use.
- Your GDPR rights will be issued to you along with your application form.

Car Parking Permit Zones

Zone C - £50 pcm (Can also be used in Zones D and E)

Hall Place, North College Street West, North Port, Northfield Terrace, South Street, St Giles Centre (Levels 1-4 only)

Zone D - £40 pcm (Can also be used in Zone E)

Elgin Railway Station

Zone E - £40 pcm (Can also be used in Zone D)

Batchen Lane, Lossie Green, Lossie Wynd

No parking permits are available to purchase for Moray Street, Ladyhill Road and levels 5 and 6 of the St Giles Car Park and no permits are interchangeable with these sites.

Issue and Display of Permits

Permit applications to be submitted to Moray Council, PO Box 6760, Elgin, Moray IV30 9BX along with a completed Direct Debit Mandate or emailed to carparks@moray.gov.uk.

Permits are renewed on 1 April annually and will be issued automatically in advance of the date. The user must clearly display the current permit on the associated vehicle. The permit is valid on the basis that the user pays the monthly fee by direct debit. Default on a payment will invalidate the permit.

It is up to the user to ensure that the Council have the correct car registration details for the associated permit in advance of vehicle changes occurring. This can be done by emailing carparks@moray.gov.uk.

Cancellation of Permits

A permit can be cancelled at any time in writing by emailing carparks@moray.gov.uk or by post to Moray Council, PO Box 6760, Elgin, Moray IV30 9BX. The permit will then expire at the end of the current calendar month that the cancellation was requested. If you cancel the direct debit before payment of the current month's fee, you will be invoiced for the monthly amount.

Permits must be handed back Moray Council, PO Box 6760, Elgin, Moray IV30 9BX unless they are due to expire in the current month of cancellation (ie March). If a cancelled permit is observed to remain in use, the Council will invoice the user to the end of the month when last seen in use.