

Appendix 1. Guidance Notes on the scheme and completion of the Application Form.

Who can apply for a Car Parking Permit?

Berth Holders at Ballycastle Marina. Only one permit can be issued per Berth Holder.

Berth holders must supply one vehicle registration per application via a relevant V5 document plus berth holders must supply the unique customer reference number that links payment in regard of the vessel to Council. All required paperwork and payment (or payment agreement) must be completed before a permit can be issued

Residents of Rathlin Island who park their vehicle overnight in Ballycastle. Only one permit can be issued per resident.

Residents must supply either a valid driver's licence or a LPS rates bill with a Rathlin Island address plus the relevant V5 document.

Non-residents of Rathlin who have permanent employment on the Island. Only one permit can be issued per non-resident, permanent employee.

Non-residents must supply a letter of confirmation from their full-time employer on letter headed paper plus the relevant V5 document.

Applicants must complete all sections of the application.

Applications must be signed and dated.

A permit shall only be issued in respect of a motor car.

General Information

Applications

Completed applications can only be processed when all relevant information, and copies of supporting information, has been supplied. Completed applications must be sent to Ballycastle Permit Application, Infrastructure Department, Riada House, Charles Street Ballymoney BT53 6DZ for verification and processing. Applications and supporting evidence can also be e-mailed to –

Ballycastle.permits@causewaycoastandglens.gov.uk entitled “**Car Parking Permits**”.

Appeals

While there is no statutory right of appeal against the non-issue of a car parking permit, an appeal may be made to the Director of Environmental Services, Riada House, Charles Street Ballymoney BT53 6DZ. For an appeal to be successful, it must be demonstrated that existing guidelines have not been complied with.

Conditions of Use

The issue of a permit does not guarantee availability of spaces. Permits may be revoked where the permit has been proved to have been fraudulently used. A permit is not transferable from one resident to another, and if no longer required the Council should be notified. The Council reserves the right to refuse to issue a permit or to suspend, and/or withdraw, the permit at any time. A permit will be limited to use within charged car parks **only** at Ballycastle Harbour and Marina Car Parks.

Display of Permit

If your application for a car parking permit is successful, you will be advised in writing of the start and end date of the permit. No paper permit will be issued. All permits will be 'virtual' and for enforcement purposes, the Council's service provider will be advised of the vehicle for which a car parking permit is in place and for which car park (note - the permit is only valid in Marina Car Park and/or Harbour Car Park).

Car parking permit details may be altered (e.g. – change of vehicle) on application to the issuing office. Please allow up to 48 hours for the change to be processed. It is the responsibility of the applicant/permit holder to inform Council of change of vehicle details immediately. Council will not be held responsible in the event of a Penalty/Parking Charge Notice being issued to a vehicle they have not been informed about.

Appendix 2. Terms and Conditions.

For Rathlin Residents - To qualify for a car parking permit, you must be a permanent resident of a property whose postal address is located on Rathlin Island.

For Berth holders – To qualify for a parking permit you must ensure that paperwork and payment (or payment agreement) is completed before a permit can be issued.

To qualify for a car parking permit, you must supply us-with the details on the application form.

The Council shall not issue more than one car parking permit for each qualifying vehicle.

A car parking permit may only be issued in respect of a motor car.

Appeals

If the application for a permit is turned down, you have the right of appeal.

For an appeal to be successful, it must be demonstrated when existing guidelines have not been complied with.

All appeals must be addressed to:

The Director of Environmental Services
Causeway Coast & Glens Borough Council
Riada House
Charles Street
Ballymoney BT53 6DZ

Permit Validly

A car parking permit ceases to be valid if the permit holder does not comply with any of the points detailed below. You must notify the Council immediately in such circumstances.

- You cease to be a permanent resident.
- You cease to be the owner of the vehicle for which the permit was issued.
- You cease to be in permanent employment on Rathlin Island.
- The vehicle in respect of which a permit was issued is adapted or used in such a manner so that is no longer a permitted vehicle.

Points to note

- A permit can be used in an appropriate bay/space within the car park it has been issued for, during charging hours, as detailed on signage displayed within the car park.
- Vehicles must park wholly within the parking bay/space as marked out in the car park and not be causing an obstruction.
- Having a permit does not guarantee the availability of a parking bay/space.
- Permit holders who wish to park in a disabled parking bay must display a valid disabled badge (Blue Badge).
- If your application for a permit is approved, you will be advised in writing of the start and end date of the permit. No paper permits will be issued.
- For enforcement purposes, the Council's service provider will be advised of the vehicle for which a car parking permit is in place.
- Car parking permit details may be altered (e.g. – change of vehicle) on application to the Council. Please allow up to 48 hours for the change to be processed.
- The Council may refuse to issue a permit if the applicant does not produce such evidence as may be reasonably be required in support of an application for a permit.
- A person authorised by the Council, or the Police Service Northern Ireland may remove a vehicle from a parking place/bay within the car park in the case of any emergency.
- The Council may revoke a permit where it is satisfied that a permit is not being used in accordance with the terms and conditions of the scheme.
- The Council reserves the right to investigate all applications and if it is deemed that false information has been provided in relation to the application the permit may be revoked immediately.
- A Penalty/Parking Charge Notice (PCN) may be issued to a vehicle if the applicant/permit holder has not complied with all the terms and conditions.
- In the event of a Penalty/Parking Charge Notice being issued to the vehicle you must follow the advice/guidelines on the PCN should you wish to pay/challenge/appeal the PCN. **Council Officers/Elected Members do not have the authority to cancel any Penalty/Parking Charge Notice that has been issued.**
- Council reserves the right to temporarily suspend permits during any dates required to facilitate events in a car park. Permit holders will receive written notification of any dates in advance.

Appendix 3. Car Parking Permit Privacy Notice

Causeway Coast and Glens Car Parking Permit Privacy Notice:

- The information you provide will be used by Council to fulfil the contract between us in that if you meet the eligibility criteria set by us, we will provide a free parking space subject to availability in the designated car park for 6 months.
- The personal information supplied will be used to enable us to operate the scheme and carry out necessary checks regarding your eligibility and to support the application of the scheme to allow you to park for free under the agreed permit without penalty.
- Individual's names, telephone and email addresses will be held for the duration of the scheme contract (1 year) and 1 further year this is for auditing purposes. The information provided as proof of identity will be securely destroyed once your identity has been confirmed (this will be within 1 month of receipt).
- For individuals whose application is unsuccessful all data collected will be held for 1 year after refusal; after this period, it will be securely destroyed within 1 month, this is for auditing purposes.
- Statistical data i.e. number of spaces allocated, number of requests, etc will be retained for as long as necessary by Council for use in producing statistical analysis and research into quality and customer experience and usage trends. The information will not allow you to be identified.
- We may share your information between internal Council Departments, externally with outsourced service providers to manage the scheme.
- We will not disclose any of your personal information to any other organisation unless required to do so by law. (Such as PSNI and other government bodies)
- You can withdraw from the agreement by giving sufficient written / verbal notice or with immediate effect by mutual agreement.
- If I have any concerns about the processing of my personal information, I can contact the Councils Data Protection Officer at dpo@causewaycoastandglens.gov.uk.

The full Car Parking Privacy Notice can be found on-line at

[Off Street Car Parking | Causeway Coast & Glens Borough Council](#)