

Corporate Director: Tom Stannard

Parking Services  
PO Box 47  
Wakefield  
West Yorkshire  
WF1 2QW

T: 0345 8 506 506

E: [carparking@wakefield.gov.uk](mailto:carparking@wakefield.gov.uk)

W: [www.wakefield.gov.uk](http://www.wakefield.gov.uk)

Automated telephone payment No 0345 603 1539

Typetalk calls welcome

Dear Sir/Madam

## LONG STAY PARKING PERMITS

Thank you for your enquiry regarding Long Stay parking permits.

Details of the duration available, costs and where permits can be used can be found on the attached Long Stay Permit Parking Areas and Charges sheet.

Permit holders who wish to renew their annual parking permit and pay on a monthly basis through Direct Debit can continue to do so if they wish. The monthly Direct Debit cost is shown in the table of charges at number 7 of the Terms and Conditions sheet attached. Direct Debit payments are not offered for permits valid for 1 month but are for 3, 6 or 12 monthly permits.

Parking permits are available in 4 different categories which can be found in the Long Stay Permit Parking Areas and Charges sheet attached. The purchase of a Category A or B parking permit will also give access to Category C and D parking areas. The purchase of a Category C parking permit will also give access to Category D parking areas.

Permits can be purchased for a six day week (Mon. to Sat.) or a five day week (Mon. to Fri.).

Should you wish to renew your permit(s), please complete the enclosed application form identifying the type of permit you require. Completed application forms should be returned to the above address along with correct payment or a completed Direct Debit mandate (for permits valid for 3 months or more). Please make cheques/postal orders payable to **Wakefield Council**.

Should you wish to pay for your parking permit in full by credit/debit card please telephone Parking Services on 01924 304069 after submitting a completed application form.

Yours faithfully

*Parking Services*

Parking Services

Enc.

## LONG STAY PERMIT PARKING AREAS AND CHARGES

PERMIT AREA	5 Day permit (Mon to Fri)			
	1 month	3 month	6 month	12 month
Wakefield Inner Emerald Ring (Cat. A)	£80.00	£240.00	£480.00	£816.00
Wakefield Outer Emerald Ring (Cat. B)	£60.00	£180.00	£360.00	£612.00
Pontefract & Castleford (Cat. C)	£60.00	£180.00	£360.00	£612.00
Normanton, Ossett & S. Elmsall (Cat. D)	£50.00	£150.00	£300.00	£510.00

PERMIT AREA	6 Day permit (Mon to Sat)			
	1 month	3 month	6 month	12 month
Wakefield Inner Emerald Ring (Cat. A)	£96.00	£288.00	£576.00	£979.00
Wakefield Outer Emerald Ring (Cat. B)	£72.00	£216.00	£432.00	£734.00
Pontefract & Castleford (Cat. C)	£72.00	£216.00	£432.00	£734.00
Normanton, Ossett & S. Elmsall (Cat. D)	£60.00	£180.00	£360.00	£612.00

**Cat. A - Wakefield City Inner Emerald Ring** permits are valid on the following long stay pay & display areas in Wakefield (plus Cat B, Cat C and Cat D areas):

Car Parks	On-street
Back Garden Street	Grove Street
Back Garden Street 2	Charlotte Street
Carter Street	West Parade
Unity House	
Thornhill Street	
Rishworth Street	
Gills Yard	

**Cat. B – Wakefield City Outer Emerald Ring** permits are valid on the following long stay pay & display areas in Wakefield (plus Cat C and Cat D areas):

Car Parks	On-street
Upper Warrengate	Westfield Road
Tavora Street	Margaret Street
Brunswick Street	Newstead Road
Turton Street	St Johns North (long stay)
Waterfront Car Park	Barnstone Vale

**Cat. C** permits are valid on the following long stay pay & display areas (plus Cat D areas):

Car Parks	On-street
Friarwood, Pontefract	Liquorice Way, Pontefract
Newgate North, Pontefract	Sessions House Yard (Colonel's Walk), Pontefract
Newgate South, Pontefract	
Castlefields, Castleford	

**Cat. D** permits are valid on the following long stay pay & display areas:

Car Parks
High Street, Normanton
Thompson Street, Normanton
Illingworth Street, Ossett
Prospect Road, Ossett
Barnsley Road (Mon, Wed & Thur only), South Elmsall
Camelot Way, South Elmsall

## TERMS AND CONDITIONS

1. The permit remains the property of the Council at all times. It may be cancelled in the event of misuse / abuse, or if false information is supplied within the application process. Any permit which is cancelled must be returned to the Council immediately. Permit Holders must not: copy, alter or manipulate the Parking Permit. Misuse of a Parking Permit may result in the Council withdrawing the Permit, without refund to the Permit Holder.

2. The permit does not guarantee a parking space at any time.

3. The original permit must be clearly displayed in the windscreen of the vehicle it is being used in, clearly displaying the face of the permit detailing the expiry date and permit number so that it can be inspected by the Council or its representatives. If a permit is to be used between different vehicles it is the responsibility of the driver to ensure that the permit has been transferred to the vehicle that is being used.

4. General restrictions on the use of the Council's Pay & Display parking areas, imposed by the Council of the City of Wakefield (Off-Street Parking Places) (Civil Enforcement and Consolidation Order) 2016 and the Council of the City of Wakefield (Civil Enforcement Area) (Waiting Restrictions and Street Parking Places) (Consolidation Order) 2016 as amended from time to time, apply to permit holders. These restrictions include, for example, requirements to park only within marked bays and clearly display a valid ticket or permit.

5. Subject to these general restrictions, the permit allows one vehicle to park during the charging hours at the location detailed on the face of the parking permit. A five day permit is valid for use Monday to Friday only and a six day permit is valid Monday to Saturday only.

6. There will be a £10.00 charge made to replace a lost or stolen permit. This charge may be reviewed to replace a stolen permit if a Police crime number is provided.

7. Parking permits can be paid by monthly instalments (excluding permits valid for 1 month) rather than paying in full, via Direct Debit after completing and submitting a Direct Debit mandate. The monthly Direct Debit charge will be collected as detailed in the tables below. The charges levied for parking permits can be found on the Long Stay Permit Parking Areas and Charges sheet.

If it is not possible to arrange a Direct Debit payment by the chosen monthly payment date, and a parking permit is issued, the first Direct Debit payment will be deferred and taken with the second payment.

<b>3 month Permit DD cost</b>	Mth 1	Mth 2	Mth 3
<b>£288</b>	£96	£96	£96
<b>£240</b>	£80	£80	£80
<b>£216</b>	£72	£72	£72
<b>£180</b>	£60	£60	£60
<b>£150</b>	£50	£50	£50

<b>6 month Permit DD cost</b>	Mth 1	Mth 2	Mth 3	Mth 4	Mth 5	Mth 6
<b>£576</b>	£96	£96	£96	£96	£96	£96
<b>£480</b>	£80	£80	£80	£80	£80	£80
<b>£432</b>	£72	£72	£72	£72	£72	£72
<b>£360</b>	£60	£60	£60	£60	£60	£60
<b>£300</b>	£50	£50	£50	£50	£50	£50

<b>Annual Permit cost</b>	Mth 1	Mth 2	Mth 3	Mth 4	Mth 5	Mth 6	Mth 7	Mth 8	Mth 9	Mth 10	Mth 11	Mth 12
<b>£979</b>	£115	£96	£96	£96	£96	£96	£96	£96	£96	£96	Nil	Nil
<b>£816</b>	£96	£80	£80	£80	£80	£80	£80	£80	£80	£80	Nil	Nil
<b>£734</b>	£84	£72	£72	£72	£72	£72	£72	£72	£72	£72	Nil	Nil
<b>£612</b>	£72	£60	£60	£60	£60	£60	£60	£60	£60	£60	Nil	Nil
<b>£510</b>	£60	£50	£50	£50	£50	£50	£50	£50	£50	£50	Nil	Nil

All prices quoted are in £'s and include VAT at 20%.

8. If a permit is no longer required, please return it to Parking Services so that cancellation arrangements can be made. No refunds will be given where parking permits are paid via monthly Direct Debits and any missed or unpaid monthly payment will be invoiced to the permit holder.

Where payments have been made in full in advance 3, 6 or 12 monthly parking permits, refunds will be given for any complete months remaining on the permit from the date it is received at Parking Services. The table below details how much will be refunded in the surrender month (from date of commencement) based on the initial cost of the annual permit;

<b>3 month Permit DD cost</b>	Mth 1	Mth 2	Mth 3
<b>£288</b>	£192	£96	Nil
<b>£240</b>	£160	£80	Nil
<b>£216</b>	£144	£72	Nil
<b>£180</b>	£120	£60	Nil
<b>£150</b>	£100	£50	Nil

<b>6 month Permit DD cost</b>	Mth 1	Mth 2	Mth 3	Mth 4	Mth 5	Mth 6
<b>£576</b>	£480	£384	£288	£192	£96	Nil
<b>£480</b>	£400	£320	£240	£160	£80	Nil
<b>£432</b>	£360	£288	£216	£144	£72	Nil
<b>£360</b>	£300	£240	£180	£120	£60	Nil
<b>£300</b>	£250	£200	£150	£100	£50	Nil

<b>Annual Permit cost</b>	Mth 1	Mth 2	Mth 3	Mth 4	Mth 5	Mth 6	Mth 7	Mth 8	Mth 9	Mth 10	Mth 11	Mth 12
<b>979</b>	883	787	691	595	499	403	307	211	115	19	Nil	Nil
<b>816</b>	736	656	576	496	416	336	256	176	96	16	Nil	Nil
<b>734</b>	662	590	518	446	374	302	230	158	86	14	Nil	Nil
<b>612</b>	552	492	432	372	312	252	192	132	72	12	Nil	Nil
<b>510</b>	460	410	360	310	260	210	160	110	60	10	Nil	Nil

All prices quoted are in £'s and include VAT at 20%.

**PLEASE NOTE:** If you do not comply with the rules regarding displaying parking permits or the general restrictions on the use of the Council's Pay & Display parking areas, the permit will not exempt you from having to purchase a valid ticket or voucher for parking. You will then be subject to the usual penalties (Penalty Charge Notice and/or prosecution) unless you pay for and display a valid Pay & Display ticket.

The Council reserves the right to amend any of these Terms and Conditions without prior notice, should the need arise.

## LONG STAY PERMIT APPLICATION FORM

Please complete the following form and return to Parking Services, P.O. Box 47, Wakefield, WF1 2QW

*Wakefield Council needs your personal details to provide you with the goods or services you have requested; therefore, in order to check your application, we may pass your information to other departments within the Council and relevant third parties.*

*Wakefield Council is required by law to protect the public funds it administers. We may share information internally and externally with other organisations responsible for auditing, or administering public funds, or where undertaking a public function, in order to prevent and detect fraud. We may also disclose information to a Specified Anti-Fraud Organisation for the purpose of preventing fraud under Section 68 of the Serious Crime Act 2007. For further information, visit <http://www.wakefield.gov.uk/fightingfraud>.*

### Section 1

Name \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

Email Address \_\_\_\_\_ Mobile Tel. No. \_\_\_\_\_

### Section 2

Permit Type	No. required						Date Commencing
	5 day	6 day	1 mth	3 mth	6 mth	12 mth	
Cat. A permit(s)							
Cat. B permit(s)							
Cat. C permit(s)							
Cat. D permit(s)							

I wish to pay in full and would like a receipt  
(please make cheques payable to **Wakefield Council**) \* \_\_\_\_\_

I wish to pay by Direct Debit and enclose the completed Direct Debit mandate\* \_\_\_\_\_  
**\*Please tick as appropriate.**

I confirm that I have read and will abide by the Terms and Conditions that apply to the Long Stay Permit(s)	Signature
	Date

**The Council's VAT number is: 171313104**

For Office Use Only					
Customer ID		Invoice No.		Cost Centre	
Product		Order No.		Analysis	
Permit No(s)		Issued Date		Cancelled Date	

# Instruction to your bank or building society to pay by Direct Debit

Please fill in the whole form using a ball point pen and send it to:

Wakefield Council  
 Parking Services  
 PO Box 47  
 Wakefield  
 WF1 2QW

Service user number

4	4	1	6	3	1
---	---	---	---	---	---

Name(s) of account holder(s)


Reference

P	A	R	K	I	N	G	P	E	R	M	I	T				
---	---	---	---	---	---	---	---	---	---	---	---	---	--	--	--	--

Bank/building society account number

--	--	--	--	--	--	--	--	--	--

Branch sort code

--	--	--	--	--	--

Name and full postal address of your bank or building society

To: The Manager	Bank/building society
Address	
Postcode	

**Instruction to your bank or building society**

Please pay Wakefield Metropolitan District Council Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with Wakefield Metropolitan District Council and, if so, details will be passed electronically to my bank/building society.

On which date do you want the Direct Debit to be taken? (tick one)

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1st	14th	25th

Signature(s)
Date

Banks and building societies may not accept Direct Debit Instructions for some types of account

DD12

This guarantee should be detached and retained by the payer.

## The Direct Debit Guarantee



- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits
- If there are any changes to the amount, date or frequency of your Direct Debit Wakefield Metropolitan District Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Wakefield Metropolitan District Council to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- If an error is made in the payment of your Direct Debit, by Wakefield Metropolitan District Council or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society
  - If you receive a refund you are not entitled to, you must pay it back when Wakefield Metropolitan District Council asks you to
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.