

Registration Form for Visitors to the Charging Area

Please use black or blue pen and print in CAPITAL LETTERS

1. Applicant Details

Title Mr/Mrs/Ms/Miss/Other..... (delete as applicable)

Name.....

Company Name (if applicable)

Address.....

.....

.....

Postcode.....

Telephone Number..... Mobile.....

Email Address.....

2. Exempt Vehicles

Please tick as appropriate.

I wish to apply for an exemption for:-

Proof required:-

- A. Blue Badge Holder
(Please provide the vehicle registrations of up to two vehicles that you normally travel in)

Copy of both sides of Blue Badge
(Exemption only valid to expiry of BB)

Vehicle Reg 1

Vehicle Reg 2

- B. NHS Vehicles exempt from Vehicle Excise Duty (Road Tax)

Letter from NHS and **either** a Vehicle Registration document (V5) **or** copy of tax disc showing tax exemption (Exemption valid for 12 months only)

C. Disabled vehicles exempt from Vehicle Excise Duty (Road Tax)	<input type="checkbox"/>	Either a Vehicle Registration document (V5) showing proof of exemption from road tax or copy of the vehicle tax disc showing tax exemption. (Exemption valid for 12 months only)	<input type="checkbox"/>
D. Vehicles for more than one disabled person, exempt from Vehicle Excise Duty (Road Tax)	<input type="checkbox"/>	Either a Vehicle Registration document (V5) showing proof of exemption from road tax or copy of the vehicle tax disc showing tax exemption. (Exemption valid for 12 months only)	<input type="checkbox"/>
E. Roadside Recovery vehicles registered with the DVLA and having a taxation class of 'recovery vehicle'	<input type="checkbox"/>	Either a Vehicle Registration document (V5) showing proof of exemption from road tax or copy of the vehicle tax disc showing tax exemption. (Exemption valid for 12 months only)	<input type="checkbox"/>

Declaration

I declare that the information provided with this application is correct and I agree my exemption rights will be withdrawn should conditions of use be contravened.

Signature **Date**

Name.....

Please return your completed form along with proof of exemption to:
The Parking Shop
Suite 1, Forster House
Forster Business Centre
Finchale Road
Durham
DH1 5HL

-Or-

RUC.Durham@NSLServices.co.uk

DURHAM CHARGING AREA REGISTRATION

TERMS AND CONDITIONS

Please read the following Terms and Conditions carefully when completing your Registration Form for the Durham City Road User Charge Charging Area.

As a registered user you are permitted to access the Charging Area without payment. Through registration you agree to be bound by these Terms and Conditions.

As a registered user it is your responsibility to inform Parking Services, Durham County Council, of any changes and to renew your exemption when required as no reminder letters will be sent out.

The following vehicles are not automatically exempt from the charge and must register with Parking Services to qualify for exemption by completing a registration form.

- Vehicles associated with residents located within the Charging Area
- Vehicles associated with businesses located within the Charging Area with off street parking
- Vehicles associated with holders of a valid Blue Badge in the European Economic Area
- NHS vehicles that are exempt from vehicle excise duty (road tax)
- Vehicles used by disabled people that are exempt from vehicle excise duty (road tax) under the 'disabled' class
- Vehicles for more than one disabled person exempt from vehicle excise duty (road tax)
- Roadside Recovery vehicles registered with the DVLA and having a taxation class of 'recovery vehicle'

Vehicles associated with residents located within the Charging Area

General

Residents located within the extents of the Charging Area may apply to Parking Services for an RUC account.

An RUC account allows the resident to register up to five non chargeable vehicles. Registered vehicles will be recognised by the ANPR system as being exempt from the charge.

All account holders will be issued with a password allowing them the opportunity to manage their account online.

Vehicles must be registered prior to accessing the charging zone. Failure to register a vehicle may result in a Penalty Charge notice being issued to the registered keeper of the vehicle. Retrospective registration will not be accepted.

Availability

An RUC account is only available for residents whose property is located within the charging zone.

Multiple occupancy properties such as a house sub-divided into 'bed sits' will be treated as one residence and will be eligible to apply for one RUC account unless it is split into several discrete flats and is registered with the Council as such. In this case each flat will be entitled to apply for an RUC account.

Charge

No charges apply.

Application

New applicants must provide a completed application form along with proof of residency within the charging zone. The following documents will be accepted as proof of residency:

A residential Council Tax document dated within 12 months of application

A utility bill dated within 3 months of application

A water rates bill dated within 12 months of application

Vehicles associated with businesses located within the charging area with off street parking

General

Businesses located within the extents of the charging zone with off street parking may apply to Parking Services for an RUC account.

An RUC account allows the business to register a number of non-chargeable vehicles equal to the available off street parking space x3. Registered vehicles will be recognised by the ANPR system as being exempt from the charge.

All account holders will be issued with a password allowing them the opportunity to manage their account online.

Vehicles must be registered prior to accessing the charging zone. Failure to register a vehicle may result in a Penalty Charge Notice being issued to the registered keeper of the vehicle. Retrospective registration will not be accepted.

Availability

An RUC account is only available to businesses whose property is located within the charging zone and has off street parking available.

Businesses whose property is located within the charging zone that do not have off street parking available are not permitted to apply for an RUC account. It will be necessary for these organisations and businesses to arrange for activities to be undertaken outside of RUC operational hours or alternatively meet the charge. RUC operational hours are 10.00am – 4.00pm.

Charge

No charges apply.

Application

New applicants must provide a completed registration form along with proof of off street parking provision within the charging zone. A 1:500 scale plan including deeds or lease agreement will be accepted as proof of off street parking.

Vehicles associated with holders of a valid Blue Badge in the European Economic Area

General

Holders of a valid Blue Badge in the European Economic Area may apply to Parking Services for exemption from the RUC charge.

Blue Badge holders may register up to two vehicles that they normally use to travel. This could be their vehicle, or one they travel in. Registered vehicles will be recognised by the ANPR system as being exempt from the charge. Vehicles must be registered prior to accessing the charging zone. Failure to register a vehicle may result in a Penalty Charge Notice being issued to the registered keeper of the vehicle. Retrospective registration will not be accepted.

Availability

Holders of a valid Blue Badge in the European Economic Area may apply to Parking Services for exemption from the RUC charge.

To apply, a Blue Badge holder or their carer must complete and post the appropriate registration form. If their application is accepted the Blue Badge holder or their carer will be sent an approval letter confirming the two non-chargeable vehicles that are exempt from the charge. Until receipt of the confirmation letter the Blue Badge Holder must pay the charge.

Charge

No charges apply.

Application

New applicants must provide a completed registration form along with a copy of a valid Blue Badge.

Non-chargeable vehicles will remain registered until expiry of the Blue Badge. It will be necessary to re-register upon receipt of the new Blue Badge. Please note that no reminder will be sent.

NHS vehicles that are exempt from vehicle excise duty (road tax)

General

Where a vehicle is used by the NHS and is exempt from vehicle excise duty (road tax) the organisation may apply to Parking Services for exemption from the RUC charge.

Vehicles must be registered prior to accessing the charging zone. Failure to register a vehicle may result in a Penalty Charge Notice being issued to the registered keeper of the vehicle. Retrospective registration will not be accepted.

Availability

Where a vehicle is used by the NHS and is exempt from vehicle excise duty (road tax) the organisation may apply to Parking Services for exemption from the RUC charge.

To apply, the organisation must complete and post the appropriate registration form. If their application is accepted the organisation will be sent an approval letter confirming the non-chargeable vehicle(s) that are exempt from the charge. Until receipt of the confirmation letter the organisation must pay the charge.

Charge

No charges apply.

Application

New applicants must provide a completed registration form along with a copy of proof of exemption from vehicle excise duty (road tax). This must include a copy of the appropriate exemption certificate and a copy of the vehicle's vehicle excise duty (road tax) disc.

Non-chargeable vehicles will remain registered for 12 months, after which it will be necessary to re-register. Please note that no reminder will be sent.

Vehicles used by disabled people that are exempt from vehicle excise duty (road tax) under the 'disabled' class

General

Where a vehicle is used by a disabled person and exempt from vehicle excise duty (road tax) under the 'disabled' class, the blue badge holder or their carer may apply to Parking Services for exemption from the RUC charge.

Vehicles must be registered prior to accessing the charging zone. Failure to register a vehicle may result in a Penalty Charge Notice being issued to the registered keeper of the vehicle. Retrospective registration will not be accepted.

Availability

Where a vehicle is used by a disabled person and exempt from vehicle excise duty (road tax) under the 'disabled' class, the blue badge holder or their carer may apply to Parking Services for exemption from the RUC charge.

To apply, the organisation must complete and post the appropriate registration form. If their application is accepted the organisation will be sent an approval letter confirming the non-chargeable vehicle(s) that are exempt from the charge. Until receipt of the confirmation letter the organisation must pay the charge.

Charge

No charges apply.

Application

New applicants must provide a completed registration form along with a copy of proof of exemption from vehicle excise duty (road tax). This must include a copy of the appropriate exemption certificate and a copy of the vehicle's vehicle excise duty (road tax) disc.

Non-chargeable vehicles will remain registered for 12 months, after which it will be necessary to re-register. Please note that no reminder will be sent.

Vehicles for more than one disabled person exempt from vehicle excise duty (road tax)

General

Where a vehicle is used by an organisation to provide transport for disabled persons and the vehicle is exempt from vehicle excise duty (road tax), the organisation may apply to Parking Services for exemption from the RUC charge.

Vehicles must be registered prior to accessing the charging zone. Failure to register a vehicle may result in a Penalty Charge Notice being issued to the registered keeper of the vehicle. Retrospective registration will not be accepted.

Availability

Where a vehicle is used by an organisation to provide transport for disabled persons and the vehicle is exempt from vehicle excise duty (road tax), the organisation may apply to Parking Services for exemption from the RUC charge.

To apply, the organisation must complete and post the appropriate registration form. If their application is accepted the organisation will be sent an approval letter confirming the non-chargeable vehicle(s) that are exempt from the charge. Until receipt of the confirmation letter the organisation must pay the charge.

Charge

No charges apply.

Application

New applicants must provide a completed registration form along with a copy of proof of exemption from vehicle excise duty (road tax). This must include a copy of the appropriate exemption certificate and a copy of the vehicle's vehicle excise duty (road tax) disc.

Non-chargeable vehicles will remain registered for 12 months, after which it will be necessary to re-register. Please note that no reminder will be sent.

Roadside Recovery vehicles registered with the DVLA and having a taxation class of 'recovery vehicle' General

Where a vehicle is used by an organisation to provide roadside recovery and the vehicle is exempt from vehicle excise duty (road tax), the organisation may apply to Parking Services for exemption from the RUC charge.

Vehicles must be registered prior to accessing the charging zone. Failure to register a vehicle may result in a Penalty Charge Notice being issued to the registered keeper of the vehicle. Retrospective registration will not be accepted.

Availability

Where a vehicle is used by an organisation to provide roadside recovery and the vehicle is exempt from vehicle excise duty (road tax), the organisation may apply to Parking Services for exemption from the RUC charge.

To apply, the organisation must complete and post the appropriate registration form. If their application is accepted the organisation will be sent an approval letter confirming the non-chargeable vehicle(s) that are exempt from the charge. Until receipt of the confirmation letter the organisation must pay the charge.

Charge

No charges apply.

Application

New applicants must provide a completed registration form along with a copy of proof of exemption from vehicle excise duty (road tax). This must include a copy of the appropriate exemption certificate and a copy of the vehicle's vehicle excise duty (road tax) disc.

Non-chargeable vehicles will remain registered for 12 months, after which it will be necessary to re-register. Please note that no reminder will be sent.

Data Protection Act 2018

Durham County Council complies with all relevant statutory obligations. Personal information processed by the Council will be handled in accordance with the Council's privacy statement, which can be accessed here <https://www.durham.gov.uk/dataprivacy>.

Parking Services' privacy notice provides more specific information on the data collected and how it is handled, a copy of which can be accessed here <https://www.durham.gov.uk/media/24844/Privacy-notice-parking/pdf/PrivacyNotice-Parking.pdf>.

If you have any concerns about how your data is handled, please contact either the Data Protection Officer at DPO@durham.gov.uk or the Information Commissioner's Office casework@ico.org.uk.