

# Whitlingham Country Park

## Application Form for Annual Parking Permit

Your payment for car parking helps support Whitlingham Charitable Trust in maintaining the Country Park and in providing Rangers to help look after it.

Parking Permits run annually from the 1<sup>st</sup> April each year however a half year tariff is available for permits commencing after 1<sup>st</sup> October. Please see the table below for full details.

Permit Start Date:	ANNUAL TARIFF		HALF YEAR TARIFF	
	Between 1 <sup>st</sup> April and 30 <sup>th</sup> September		Between 1 <sup>st</sup> October and 31 <sup>st</sup> March	
PAYMENT METHOD	Direct Debit	Cheque/Card	Direct Debit	Cheque/Card
FULL PRICE	£40	£45	£20	£22.50
DISCOUNT PRICE (see overleaf)	£30	£35	£15.00	£17.50

Please complete your details below and return your form with payment (Direct Debit mandate, Cheque or Debit/Credit card details) **in person** to the Visitors Centre at Whitlingham Country Park or **by post** to 'Permits', Whitlingham Charitable Trust, Yare House, 62-64 Thorpe Road, Norwich NR1 1RY

For more information contact the Visitor Centre on 01603 756094 and 01603 617332 or by email on [whitlinghamtic@broads-authority.gov.uk](mailto:whitlinghamtic@broads-authority.gov.uk)

PERSONAL DETAILS [please complete in BLOCK CAPITALS]				
TITLE:	FIRST NAME:	SURNAME:		
ADDRESS:				
CITY:	COUNTY:	POSTCODE:		
EMAIL:			TELEPHONE:	
VEHICLE DETAILS: [Up to 2 vehicles can be registered under one permit per household]				
VEHICLE 1:			VEHICLE 2:	

PERMIT TYPE: [Please tick which permit you wish to apply for and starting date]	
FULL PRICE <input type="checkbox"/>	DISCOUNT <input type="checkbox"/> Specify membership/status:
CURRENT PERMIT NO: (renewals only):	Permit Start Date:
<input type="checkbox"/> I wish to receive details of forthcoming events and activities at Whitlingham Country Park and consent to receiving promotional information. I understand that I can withdraw my consent at any time.	

PAYMENT METHOD: [Please select which payment method you wish to use]	
Direct Debit <input type="checkbox"/> (complete attached form)	Cheque/Cash <input type="checkbox"/> Debit/Credit Card <input type="checkbox"/> (provide card details below)

Name on Debit/Credit Card:	
Registered address of card (if different from above)	
Card Number:	<input type="text"/>
Start Date:	End Date: Issue Number (if applicable):
CVV Number (3 digit number from signature strip):	Fee Payable: £

### **Who qualifies for a discounted permit fee?**

Blue badge holders, Tri-Anglia members or members of any of the clubs operating from the Boathouse at Whitlingham (which includes the Canoe Club and Norwich Rowing club) are entitled to the discounted rate. Any other clubs that operate outside this remit are not eligible.

Broads Authority Volunteers are also entitled to a discounted fee subject to verification from the Volunteer Coordinator that they are an active volunteer in the applicable year.

**Proof must be supplied on application otherwise the full fee will be applied.**

### **What type of proof is required?**

A copy of your blue badge which shows the name of the blue badge holder, the registration number and expiry date.

A copy of your membership card or letter/email from the Club/Membership Secretary verifying your membership.

### **Where should proof be sent?**

**By email** to [WhitlinghamTIC@broads-authority.gov.uk](mailto:WhitlinghamTIC@broads-authority.gov.uk) or **in person** to Whitlingham Visitors Centre at the Park or **by post** to: Whitlingham Charitable Trust, 1st Floor, Yare House, 62-64 Thorpe Road, Norwich NR1 1RY.



## **PRIVACY AND DATA POLICY**

This privacy notice tells you what you can expect when we collect personal information from you.

This Privacy Policy has been produced in accordance with the Data Protection Act 1998.

The Whitlingham Charitable Trust ("the Trust", "we", "us") shall collect your data from this form and shall use it for the purpose of administering your car park permit as Data Controller on the basis of fulfilling those contractual arrangements between you and the Trust.

The data shall be shared with the Broads Authority of Yare House, 62-64 Thorpe Road which administers the payments and permits on behalf of the Trust as Data Processor.

The information relating to your vehicle registration shall also be used by Broads Authority staff at Whitlingham Country Park for the purpose of checking your right to park your vehicle and shall be shared with the car park contractor from time to time where reasonably necessary in order to resolve any issues arising through your vehicle registration being recorded by ANPR monitoring. In the event that the car park contractor issues you with a penalty charge notice for a period covered by your permit which you ask us to try and resolve, we will share your data with them. The current car park contractor is Park With Ease Limited of Unit F, The Court Kestrel Road, Trafford Park, Manchester, M17 1SF.

Broads Authority and Park With Ease Limited (or any company notified to you as operating or administering the car park and permits in their place) are data processors duly authorised for the purposes intended.

Where you claim any discount for your permit through membership of a local club or other organisation, we will share your name and address with that organisation in order to verify your membership of it.

We will not keep your information any longer than we need to and we will not ask you for any more information than we need.

We shall retain your banking details necessary to maintain Direct Debit payments. Debit and Credit card payment details will be destroyed promptly once the payment has been confirmed by your card provider.

Where you have indicated your consent on this form, we shall use your data from time to time to provide you with a list of events and activities forthcoming at Whitlingham Country Park. You may withdraw your consent to receiving this information by e-mailing us or by telephoning us using the contact details on this form.

Any concerns you may have with the use of your data should be addressed to the Company Secretary at the registered office address shown below or by ringing 01603 756085.



**Whitlingham  
Charitable Trust**



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

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

Whitlingham Charitable Trust  
Yare House  
62 – 64 Thorpe Road  
Norwich  
NR1 1RY

Service user number

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FOR WHITLINGHAM CHARITABLE TRUST OFFICIAL USE ONLY  
This is not part of the instruction to your bank or building society.

PLEASE SUPPLY YOUR VEHICLE REGISTRATION NUMBER:

Name(s) of account holder(s)


Bank/building society account number

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Branch sort code

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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 Whitlingham Charitable Trust 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 Whitlingham Charitable Trust and, if so, details will be passed electronically to my bank/building society.

Signature(s)
Date

Reference [PLEASE LEAVE BLANK]

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

DD11

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 Whitlingham Charitable Trust will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Whitlingham Charitable Trust 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 Whitlingham Charitable Trust 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 Whitlingham Charitable Trust 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.