



# RIBBLE VALLEY BOROUGH COUNCIL

Please ask for: HEATHER YATES  
Direct line: 01200 414522  
E-mail: parking@ribblevalley.gov.uk  
My ref: HY  
Your ref:  
Date: As postmark

Council Offices  
Church Walk  
CLITHEROE  
Lancashire BB7 2RA  
Switchboard: 01200 425111  
Fax: 01200 414488  
www.ribblevalley.gov.uk

Dear Sir or Madam

## APPLICATION FOR A LONG STAY CAR PARK PERMIT WITHIN THE RIBBLE VALLEY

Thank you for your enquiry regarding the Long Stay Parking Permits issued by Ribble Valley Borough Council. This permit entitles you to park in accordance with the current parking order on any of the Ribble Valley Borough Council managed long stay car parks at no additional cost (for further details please see terms of use found overleaf). The charge for this permit will be £90.00 per year, payable to Ribble Valley Borough Council. Permits are valid for a maximum of 12-months up to and including the expiry date shown on the permit.

If you wish to purchase a permit, please visit our website: <https://www.ribblevalley.gov.uk/parkingpermit> or complete and return this application form along with your payment and signed copy of terms of use to:-

**Ribble Valley BC, Engineering Services, Council Offices, Church Walk, Clitheroe, Lancs BB7 2RA**  
**Please allow sufficient time for your application to be processed.**

You should receive your permit within 10 working days. If you do not receive your permit within this time please do not hesitate to contact us.

Yours faithfully

**A Harper**  
**Head of Engineering**

### RIBBLE VALLEY BOROUGH COUNCIL APPLICATION FOR PARKING PERMIT

Please use block capitals.

SURNAME..... FIRST NAME.....

ADDRESS.....

.....POSTCODE..... TEL NO .....

VEHICLE REGISTRATION NUMBER - **PLEASE PRINT CLEARLY AS AN ERROR WILL INCUR A £5 ADMIN FEE**

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VEHICLE MAKE..... MODEL..... COLOUR.....

Signed .....

Dated .....

**I have read and agreed with the terms of use overleaf and agree to abide by these terms.**

#### FOR OFFICE USE ONLY

Permit Number	Fee	£90.00	Cheque	Card No.	Receipt Number	Date
Cash			Cheque			

Please make cheques payable to 'Ribble Valley Borough Council'

## **TERMS OF USE OF ANNUAL LONG STAY CAR PARK PERMITS**

1. THE PARKING PERMIT YOU HAVE PURCHASED ENTITLES YOU TO PARK FOR AN UNLIMITED PERIOD OF TIME, ON ANY DAY, ON ANY OF THE FOLLOWING LONG STAY CAR PARKS:
  - Chester Avenue, Clitheroe
  - Holden Street, Clitheroe
  - Mitchell Street, Clitheroe
  - North Street, Clitheroe
  - Whalley Road, Clitheroe
  - Barclay Road, Longridge
  - Mardale Road, Longridge
  - Chipping
  - Dunsop Bridge
  - Pope Croft, Ribchester
  - Sabden
  - Slaidburn
2. The permit is self-adhesive and must be displayed on the front windscreen, on the passenger side of the vehicle. This will aid identification by the Civil Enforcement Officers.
3. Failure to display your permit whilst using one of the above car parks will result in a contravention of the parking regulations and a Penalty Charge Notice may be issued.
4. Permits are valid for a period of 12 months, up to and including the date of expiry shown on the permit.
5. In the event that you change your vehicle within the period to which the permit applies, an amended permit will be issued upon production of the old permit, at a cost of £5.00 to cover the administration fee.
6. Permits reported as lost or stolen will not be replaced. It will be necessary to purchase a new permit at the full cost of £90.00
7. Please note the date of expiry shown on your permit.
8. This permit does not include parking on any of the short stay car parks, with the exception of Barclay Road car park, Longridge.
9. The purchase of a permit does not guarantee the availability of a space on any particular long stay car park.
10. Permits may not be used in any vehicle, other than the one whose registration number appears on it, nor are they transferable on a temporary basis to any alternative vehicle.
11. Permits are NOT available for any period less than 12 months.
12. Permits are NOT transferable to any other person.
13. Permits are NOT refundable.
14. Permits can only be issued for vehicles with a valid tax and MOT certificate, at the time of purchase.
15. The car parks are covered by the Ribble Valley (Off Street Parking Places) Order 2020.

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  - Mardale Road, Longridge
  - Chipping
  - Dunsop Bridge
  - Pope Croft, Ribchester
  - Sabden
  - Slaidburn
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### **TO BE RETAINED FOR YOUR OWN RECORDS**

Contact: Heather Yates – 01200 414522 – [parking@ribblevalley.gov.uk](mailto:parking@ribblevalley.gov.uk)