

Table 1 – Permit Application Fees (0% Vat)	
Event Category (non-profit making or charity events)	Fee
Larger event involving specific use of a highway	£92
Larger event not involving specific use of a highway	£72
Smaller event involving specific use of a highway	£38
Smaller event not involving specific use of a highway	£28

Significant amendment(s) to a permit application:

- Amendment prior to the issuing of a Permit – additional 50% of the permit application fee.
- Amendment following the issuing of a Permit – additional 75% of the permit application fee.

Withdrawal of permit application:

- Withdrawal prior to the issuing of a permit - 50% reduction / refund.
- Withdrawal following the issuing of a permit (cancellation) - no reduction/ refund.

Commercial and private events:

- Negotiated individually.

Additional charges:

- Where events require the suspension of a parking place or the closure of a car park, the event organiser will incur costs (minimum £25) associated with erecting of suspension notices etc.

Cancellation: Organisers giving 2 or more weeks' notice of cancellation prior to the date of the event – full refund.

- Where the above suspension of a parking place or closure of a car park relates to Pay and Display parking the event organiser will also incur costs, including VAT where applicable, which also consider the commercial charging rate for the area.

You are advised to contact Parking Services on 01422 288001 to agree the arrangements/costs prior to submitting your application.

Please see Instructions to applicants and terms and conditions of use for holding events.

Bond:

- See Terms and Conditions of Usage for Holding Events.

Payment Terms / Payment Methods:

- The permit application fees (Table 1) are applicable from the time an application is submitted.
- Payment terms are as per the Council invoice (to follow). Payment methods are included on the Invoice. Invoices include an IN number which must be referenced