



RESIDENTS PARKING PERMIT

- Maximum of **2** permits per property.
- Annual cost of **£35.00 per permit**.
- Replacement permits – an administrative cost of **£7.50** will be charged (lost, stolen, damaged, undelivered etc) – Penalty Charge Notices will be issued to any vehicle displaying a permit already reported as such. In order to minimise potential fraudulent use of the scheme, limitations on duplicate/replacement requests may apply.
- Available to residents with a postal address within a designated zone.
- Permits are vehicle specific and cannot be transferred between vehicles.
- Applications to be made on-line or by completing the application form and posting/emailing as per the details on the form.
- 5 working days (on-line applications) or 14 working days (postal/emailed applications) notice required to process applications.
- Permits cannot be issued if:
 - A vehicle exceeds 1525kg unladen weight or 3500kg gross weight, 5.5 metres in length/2 metres in width.
 - Incomplete documents are received.
 - Maximum number of permits have been issued (e.g. two residents permits already registered at the property).
- **New applications** – proof of residency and vehicle ownership required in ALL cases and must be dated within 3 months (Proof of residency – recent utility bill, bank statement, tenancy agreement etc and Vehicle Registration Document showing the vehicle registered at the address the permit application is for or an Insurance Certificate/Schedule showing the name and current address).
- Renewals reminders sent approximately **one** month prior to expiry by EMAIL where possible.
- **Permit renewals** – proof of residency or vehicle ownership not usually required unless application selected at any time for ad hoc checks to confirm eligibility.
- Residents must NOT park in a designated permit bay/zone until they have received their new permit and have clearly displayed it in their vehicle.



- Permits must be displayed in the vehicle ensuring all the written details on the permit are **clearly visible** through the windscreen at all times. **Failure to comply may result in a Penalty Charge Notice being issued**
- Permit holders are reminded to check the signage prior to leaving their vehicle, in particular limited waiting bays
- It is the resident's responsibility to ensure that their permit is renewed prior to the expiry date printed on the permit. No grace period will be given once the permit has expired and a Penalty Charge Notice may be issued
- Change of vehicle – proof will be required to show that the applicant is the registered keeper of the vehicle. However, the old permit **must** be returned prior to processing the request together with the administration fee of £7.50. Failure to return the permit will result in the request being treated as a new application, the normal documents will be required and the usual new application fee charged
- Company vehicles – letter required on company headed paper stating the address that you are keeping the vehicle and also must include full vehicle details and the start and end dates for the period the permit is required. Company vehicles **MUST** comply with the size and weight guide stated above
- If a card payment is charged back or a cheque dishonoured at any time then the permit becomes invalid from the notification date from the credit/debit card company/ bank and a Penalty Charge Notice may be issued to a vehicle displaying the invalid permit
- Payments accepted via cheque, postal order (**postal applications**), credit and debit card (**on-line applications**) (Visa, Mastercard, Switch/Maestro and Solo) **Please do NOT send cash**
- Permits are posted via 2nd class post and applicants are reminded that we no longer offer a front facing service so document drop-off or permit collection etc are regrettably no longer permitted and such applications may be refused unless the correct protocol has been followed
- Any misuse may result in a Penalty Charge Notice being issued and the permit/permits for that property/applicant may be revoked
- The Council reserves the right to check the particulars of any permit application at any time and may withdraw a permit if deemed ineligible
- **The Council reserves the right to refuse any application or revoke any permit issued if the officer is not satisfied that the applicant is eligible regardless of whether the necessary evidential proof has been provided.**