

TEMPORARY PARKING PERMIT

- Maximum of **1** permit per applicant valid for 3 months.
- Cost of **£35.00** and can be exchanged for a full residents permit at no extra charge on production of suitable documentation before the expiry date and will be valid for 12 months from the date that the temporary permit was issued.
- 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 who have for example recently moved into a property where a parking permit scheme is in operation and are unable to provide the required documentation linking their vehicle to their property and may be issued at the discretion of Northamptonshire County Council.
- 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 dated within 3 months (utility bill, bank statement, tenancy agreement etc) and vehicle registration document or insurance certificate/schedule showing you own the vehicle that the permit is for.
- Renewals reminders are **NOT** sent as renewals are not permitted.
- Residents must **NOT** park in a 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.
- 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.
- 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.
- 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.**