

VISITOR PARKING PERMIT

- Maximum of **1** permit 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 for use by bona fide visitors and should not be used as a substitute for a residents permit (unless express permission has been granted by Northamptonshire County Council in writing).
- Visitor permits should NOT be purchased by residents if their maximum allocation of resident's permits has already been reached and is to be used as a further residents permit.
- 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.
- **New applications** – proof of residency must be dated within 3 months (utility bill, bank statement, tenancy agreement etc).
- Renewals reminders sent approximately **one** month prior to expiry by EMAIL where possible.
- **Permit renewals** – proof of residency is not usually required unless application selected at any time for ad hoc checks to confirm eligibility.
- Residents must NOT allow visitors to 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.**
- **Permits that appear to be affixed to the windscreen/dashboard of a vehicle suggest that the usage of the permit is more of a permanent arrangement rather than the expected occasional use and a PCN may be issued as such permits should only be used as stated above.**



- Permit holders are advised to remind their visitors to check the signage prior to leaving their vehicle, in particular limited waiting bays.
- Visitor permits are valid for the property and not the resident so if the applicant moves from the property then the permit should be left for use of the new occupants.
- 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.
- 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.**