

## Resident permit – terms and conditions

- Residents of eligible properties may apply for a maximum of 2 resident parking permits per property in their resident permit parking zone. In zones where on-street parking capacity has been identified as a particular concern, this has been limited to a maximum of 1 resident parking permit per property.
- The following definitions and guidance should be considered as a part of a resident parking scheme:
  1. A resident will be considered as any person who resides at a property within the defined scheme and should be registered in the council tax records.
  2. A property will be defined as a domestic property listed under the council tax definitions. Houses in multiple occupation where the council tax is for the whole building will be entitled to the allocation for a single property. Where a single property has multiple occupancy (for example, a house share or individually rented rooms) but only one council tax account, then the permits will be issued on a first-come, first-served basis.
- The issue of a permit does not guarantee the availability of a parking space.
- Permits will only be issued to a designated vehicle identified by a vehicle registration mark (VRM).
- Resident permits will only be issued to residents whose normal place of abode is within an existing resident only parking scheme area and the vehicle(s) owned or kept by them are registered at that address.
- Resident permits may only be used in the zone indicated on the permit/permit confirmation.
- Landlords and owners of the property are not permitted to apply for a permit unless they reside at the property for which the application is made.
- Residents applying for a permit will be required to:-
  1. Provide proof of residency (accepted proof includes council tax or utility bill, or mortgage offer or tenancy agreement dated within 3 months of the application date)
  2. Provide proof of vehicle ownership (V5 log book or full insurance documentation showing registration of vehicle the address you are applying for a permit at)
  3. Pay the requisite fee.
- Requests for a resident parking permit will be delayed if applications are submitted without the correct evidence.
- Permits will be issued on a renewable annual basis and be effective for a period of 12 months. The issue and renewal will be by individual request and via appropriate application forms.
- If a vehicle has recently been purchased, full insurance documentation showing registration of vehicle the address you are applying for a permit at will be accepted as evidence instead of a V5 log book.
- A permit shall be a virtual parking permit and shall include the particulars required by the council.
- Until a virtual permit has been activated, residents will not be allowed to park in a resident only parking place.
- The council reserves the right to terminate permits in the event of fraudulent or inappropriate use without any reimbursement of costs.
- It is an offence to forge or possess a forged permit or make a false statement for the issue of a permit.
- Resident permits cost £34 for each virtual permit, renewable annually.

- Virtual permits must be cancelled when the holder ceases to be the owner of the relevant vehicle or no longer resides at the address the permit is linked to.
- If a new resident applies for a permit at a property that already has the maximum amount of permits issued, the old permits will only be cancelled and new ones issued if evidence is provided confirming the change of resident on council tax records. For HMOs written evidence must be provided by the landlord to confirm the change of resident.
- All permits are non-refundable and non-transferable (for example if you move address)
- Permits can be swapped to another vehicle for the remainder of the permit period on receipt of the relevant form and payment of an additional £5 administration charge.

These terms and conditions may be varied from time to time however any resident applying for a permit will be made fully aware of the current terms and conditions that apply to the permit at that time.

Full terms and conditions for resident permits are available on the [council website](#).