

Residents Parking Permit

Application for a Residents Parking Permit

Proof Required:

- Proof of residency, eg council tax form or a utility bill, tenancy agreement or mortgage offer, that must be dated within the last 3 months
- Proof of vehicle ownership, eg the full V5 log book or full insurance documentation showing that the vehicle is registered at the address

RESIDENT'S DETAILS

Title: _____

First Name(s): _____

Surname: _____

Address: _____

Incl. Postcode _____

Email Address _____

Telephone No. _____

VEHICLE DETAILS

Vehicle Make: _____

Vehicle Model: _____

Vehicle Colour: _____

Registration No. _____

Is this a new permit? Yes _____ No _____

Cost of permit: £34.00

I certify that the information I have given is correct and I confirm that I have read and agree to all of the Terms and Conditions associated with this permit.

Residents Signature:

Date Signed:

OFFICIAL USE ONLY

Permit Number:

Residents Permit – Terms and Conditions

- Residents of eligible properties may apply for a maximum of 2 Resident Parking Permits per property in their Residents 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 residents' 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).
- Residents' 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.
- Residents' 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 residents 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 residents' 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 £34.00 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](#)

- Residents must display a valid permit in their vehicle when parking in a residential parking zone unless they have an active virtual permit.
- Until a permit has been received/virtual permit activated, residents will not be allowed to park in a resident only parking place.
- A permit will not be required for vehicles carrying out essential duties and statutory powers, including emergency service vehicles whilst attending an emergency, statutory undertakers, postal collection/delivery, council/government business and formal wedding cars and hearses. In addition permits will not be required for vehicles engaged in the loading/unloading of goods or where passengers are boarding or alighting
- Permits will only be issued to cars, motorcycles and vans under 1524 kg (30 cwt) unladen weight. Residents will need to provide the Vehicle Registration Document (V5C) if applying for a van so that the unladen weight can be checked. It is the responsibility of the resident to ensure a valid permit is displayed at all times if parking a motorcycle in a residents' only parking zone or that a valid virtual permit has been activated.
- Individual permits will not be issued for caravans or trailers, although these may be parked within a scheme on a short term basis whilst loading/unloading provided that they are hitched to a vehicle bearing a valid permit.
- Whilst a vehicle is parked in a resident's only parking place, it must not be used in conjunction with selling or offering for hire of any service.