

Visitor permit – terms and conditions

- Residents living in a resident only parking scheme can buy visitor parking permits, enabling their visitors to park their vehicles in a marked resident bay within their scheme during the scheme's operational hours. Residents do not need to hold a valid resident permit or own a vehicle to apply for visitor permits.
- Residents applying for visitor parking permit(s) will be required to provide proof of residency by providing either a council tax or utility bill, or mortgage offer or tenancy agreement dated within 3 months of the application date.
- Permits for visiting friends and relatives are available at a cost of £1.35 per day in books of 10 for £13.50.
- A maximum of 30 visitor parking permits per year per property may be purchased. Resident's purchase history will be checked before new permit requests are processed.
- Residents are not able to purchase more visitor parking permits once the maximum 30 have been issued, regardless of the amount of permits issued to other properties in the zone.
- A permit shall be in writing or shall be a virtual parking permit and shall include the particulars required by the council.
- All permits must be displayed on the inside surface of the windscreen so that recorded particulars are clearly visible.
- 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.
- Requests for visitor parking permit(s) will be delayed if applications are submitted without the correct evidence.
- Visitor parking permits are non-refundable and replacements are not available for lost permits. New visitor parking permits can only be issued up to the maximum allocation of 30 per property, chargeable at the same price.
- Whilst a vehicle is parked in a resident only parking place, it must not be used in conjunction with selling or offering for hire of any service.

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 visitor permits are available on the [council website](#).