

Terms and conditions of Resident Parking Scheme – requirements and terms and conditions of permit application/issue

- 1) Application should be made by the householder/resident for resident and visitor permits.
- 2) When applying for a permit the resident/applicant must upload a) documentary proof of their residence (document should show full name and address and be dated within the last 3 months) b) Vehicle documents to prove ownership/use of the vehicle (document should be in the name of the applicant and should be either the vehicle registration document (log book) or vehicle insurance document/certificate. If the vehicle belongs to an employer and the vehicle documents are unavailable the employer should provide an official letter, recently dated, stating the vehicle(s) concerned is used/kept by the applicant.
- 3) There are no restrictions on the number of resident permits that residents can apply for. Visitor permits are restricted to 2 per property. Properties that have been converted to flats/apartments and shared properties/houses of multiple occupancy are not eligible to apply for visitor permits.
- 4) Houses of multiple occupancy/ student accommodation developments within resident parking zones that are designated car free developments will have been removed from the resident parking scheme and are therefore not eligible to apply.
- 5) Applications should be made by the business owner for businesses located within resident parking scheme. When applying proof of business and vehicle documents will need to be uploaded.
- 6) Applications should be made by landlords for landlord permits, when applying proof of property ownership and vehicle documents will need to be uploaded.
- 7) Permits no longer required should be cancelled online and paper permits must be returned to the Council, continued use may result in a penalty charge notice being issued.
- 8) An administration charge (£10) will be made for replacement permits.
- 9) Permit charges are £25 for the first permit and £40 for each subsequent permit, issued to a property regardless of permit type.
- 10) Permits are valid for 12 months from the date of issue or 5 working days after issue for paper permits to allow time for collection or delivery.
- 11) Blue badge holders who live within a resident parking zone will be eligible for 1 free resident permit, proof of blue badge, proof of residency (document should show full name and address and be dated within the last 3 months) and vehicle documents will need to be uploaded.
- 12) Reported cases of misuse of permits could result in cancellation/ non-renewal of a permit.

- 13) The refund policy for permits for use in resident parking zones:- Permits returned within 14 days of issue will be entitled to a full refund in accordance with Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013.
- 14) By submitting an application for a permit, you agree to the terms and conditions.