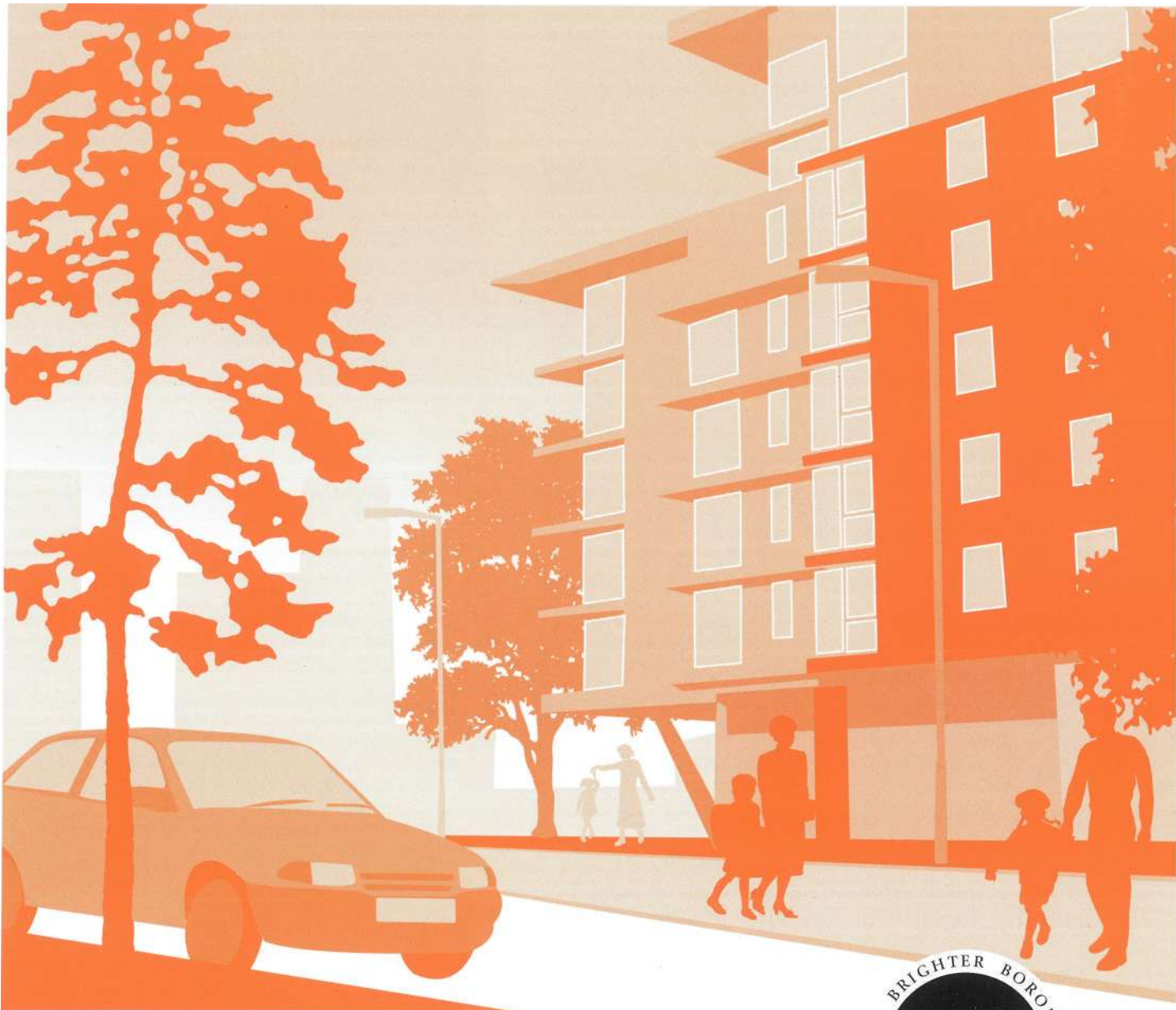


# Parking Regulation Scheme

Application form and guidance notes



**Visitor's Permit** - council housing estates



# Parking Regulation Scheme

## Visitor's Parking Permit - Guidance Notes

Please read these guidance notes carefully before you complete the application form

### 1 Your entitlement to a permit

On estates where the council operates a Parking Regulation Scheme, tenants and leaseholders are entitled to one visitor's parking permit per household.

The resident should give the permit to their visitor to display on their vehicle windscreen. The permit must be returned to the resident when the visitor leaves the estate.

### 2 Permit period

Permits will be valid from the date of issue until notified.

### 3 How to apply for a permit

Applications can only be made by a named council tenant or leaseholder.

Please complete the visitors' permit application form and return to:

### CONDITIONS

1. Only one permit will be issued per household.
2. Permits are transferable between visitors and must be returned to the resident at the end of each visit.
3. There will be a replacement charge for lost or damaged permits.
4. You can only apply for one replacement permit in any 12 month period. Where the council suspects that the permit is being misused, it reserves the right to refuse a replacement.
5. The council reserves the right, at any time, to withdraw a permit in the event of the person to whom it was issued ceasing to qualify or for misuse.
6. Permits displayed on untaxed vehicles are invalid and vehicles may be clamped and towed.
7. Your visitor's permit will only be valid on the estate where you live, does not guarantee the use or availability of any space and is not valid within a Controlled Parking Zone on the public highway.

For Official use only

Permit No. \_\_\_\_\_

Date of issue \_\_\_\_\_

# Parking Regulation Scheme

## Visitors' Parking Permit - Application form

Name of estate \_\_\_\_\_

### Part 1 - Your details

Surname \_\_\_\_\_

Mr/Mrs/Miss/Ms/Other \_\_\_\_\_

Forenames (in full) \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Postcode \_\_\_\_\_

email \_\_\_\_\_

Telephone (Day) \_\_\_\_\_

Telephone (Mobile) \_\_\_\_\_

### Part 3 - Declaration

I confirm that:

The address shown in Part 1 is my usual place of residence or leasehold property and all the information I have given in this application is correct.

**I will immediately return the permit to the council in the event of any of the following circumstances:**

- I end my tenancy/lease on the estate for which the permit has been issued.
- the council withdraws the permit or it is not valid for any other reason.

The council is under a duty to protect the public funds it administers and to this end may use the information you have provided on this form for the prevention and detection of fraud. From time to time the council may use such information for research purposes and to develop other services.

**The council reserves the right at any time to withdraw a permit from any person it suspects of having made a false statement for the purpose of obtaining a visitors' permit.**

Signature \_\_\_\_\_

Date \_\_\_\_\_

**(This declaration may only be signed by the person named in Part 1)**