

Application Pack

Residents' and Visitors' Parking Permits

For residents in specified zones during restricted hours.

Please read the following **Terms and Conditions for obtaining Residents and Visitors' Permits** carefully and keep for future reference.

By signing the declaration on the application form you are confirming that you have read and will comply with these terms and conditions governing the use of Residents' and Visitors' Permits. **Failure to comply with the terms of use for parking permits may result in the service of a Penalty Charge Notice.** The Council can also cancel a permit and/or suspend your household's eligibility for parking permits if a permit is misused.

Failure to provide the correct documents or enclose the required payment will delay your application.

How do I apply?

The easiest way to apply is ONLINE via the SCC website at

www.southampton.gov.uk/roads-parking/parking/permits/

This form is for you to print out if applying by post or in person.

Residents in an eligible property in Zone 1 may apply for 1 Resident's Permit. Residents in an eligible property in Zones 2 - 12, 15 & 16 may apply for up to 2 Resident's Permits. Residents in eligible properties in all of these zones may apply for one Annual Visitor Permit and up to 6 books of Visitor scratch cards.

By post or in person at Gateway.

Civic Centre
Southampton
SO14 7LY

Gateway Opening Hours:

Monday to Friday 10:00-15:00

Gateway is closed on all statutory Bank Holidays.

Parking Services enquiries: 023 8083 3008

Email: parking.services@southampton.gov.uk

PAYMENTS

For **online applications** payments can be made by credit or debit card - see website for details.

Lost Permits: an administration charge of £14 will be made to replace a lost or damaged permit.

Permit Refunds: no refunds will be made once a permit is issued.

The Permit charge is to cover the administration costs of issuing the permit

WARNING:

Section 115 of the Road Traffic Regulation Act, 1984 provides penalties for any person who makes a false statement to obtain a Permit or with intent to deceive, forges, or alters, or uses, or lends to, or allows to be used, or has in their possession any document so closely resembling any such Permit as to be calculated to deceive.

Residents' Permits Zones 1 to 12, 15 and 16, 26 and 27: TERMS & CONDITIONS

For full information about the conditions for the issue and use of Parking Permits and the documents you need to provide, please see the website.

Use of Resident's Permits

- Permits are only valid within the zone shown and for vehicles parked wholly within a marked parking bay designated for use by Permit Holders.
- The Permit must be displayed behind the front windscreen so it can be clearly and entirely seen from the front of the vehicle.
- The Permit is only valid when used in the nominated vehicle, details of which will be printed on the Permit.
- The issue of a Permit does not guarantee the holder a parking space.
- Failure to comply with the terms of use for a Permit may attract the issue of a Penalty Charge Notice.

Using Temporary Resident's Permits

You may only apply for one three-month Temporary Resident's Permit whilst you obtain all the required documentation for a 12-month Residents' Parking Permit.

This is usually because you have just changed address or vehicle and are waiting for documents.

Using the Annual Visitor's Permit

You can apply for an Annual Visitor's Permit for use by your visitors when they come to your home.

- **These Permits are for use by genuine visitors only and not for any other purpose.** They may not be used by occupants of the household instead of a resident's permit.
- You must ensure that your visitors understand and comply with the terms of use.
- An Annual Visitor's Permit is limited to one per residential property in any 12-month period (from the date of issue).
- The Annual Visitor's Permit may only be used for parking a vehicle within 100m of the Permit holding household.
- The Annual Visitor's Permit may only be used for a maximum stay of 8 hours including limited waiting periods, if the stay is longer than 8 hours, scratch card Visitors' Permits should be used.
- For visits of more than six consecutive days, applicants should notify the Council in writing of this requirement, confirming that the Annual Visitor's Permit is only being used for their purpose.
- Please ensure your visitor gives the permit back to you at the end of their visit.

RPP0919/ Z1-12 & 16 APP

Using Visitors' Scratch Cards

- A scratch card is valid for one day only.
- The vehicle must be parked within 100m of the Permit holding household.
- The date must be scratched off, the registration number box completed, and the cover has to be applied.
- The Permit must be displayed face up behind the front windscreen so it can be clearly and entirely seen from the front of the vehicle.
- You must ensure that your visitors understand and comply with the terms of use.

Proof documents

With your application you will need to provide proof of:

- Residence
- Vehicle ownership

For details of acceptable proof documents please see the appropriate guidance at

southampton.gov.uk/parkingdocuments

Fair Processing Notice

Southampton City Council is collecting this information in order to perform this service or function, and if further information is needed in order to do so, you may be contacted using the details provided.

The information you have provided will be used for the purposes of parking management within the Southampton area including:

- Processing and administering your Permit
- Processing Penalty Charge Notices and collecting debt in relation to those notices
- Preventing and detecting fraud in relation to parking Permit applications

This 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. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

More detailed information about the Council's handling of your personal data can be found in its privacy policy, available online at southampton.gov.uk/privacy or on request.

Application Form for Residents' and Visitors' Permits Zones 1 to 12, 15 & 16, 26 & 27



| 1. Type of Permit required (please tick all that apply) | | |
|---|--------|---|
| <input type="checkbox"/> Temporary Resident's Permit (3 month) Complete sections 2, 3 and 5 | £15.00 | OFFICE USE ONLY Application No: _____ Resident's Permit No: _____ AV Permit No. _____ Books Quantity: _____ Permit No. start: _____ Permit No. finish: _____ Amount paid: £ _____ Issued by: _____ |
| <input type="checkbox"/> Resident's Permit (12 month) Complete sections 2, 3 and 5 NB if you are a company vehicle driver or a student driving a vehicle not registered in your name, you must also complete section 4. | £30.00 | |
| <input type="checkbox"/> Annual Visitor Permit Complete sections 2 and 5 | £30.00 | |
| <input type="checkbox"/> Visitor Scratch Card: (£6.00 per book) Complete sections 2 and 5 Books of 10 cards, maximum 6 books per year. Number of books requested: <input type="text"/> out of 6 | | |

| 2. Details of Applicant | | PLEASE COMPLETE ALL BOXES IN BLOCK CAPITALS |
|-------------------------|------------------|---|
| Mr / Mrs / Ms / Miss | | |
| Forename | Surname | |
| Address | | |
| Postcode | Telephone Number | OFFICE USE ONLY: Proof documents seen: _____ |
| Email address | | |

| 3. Details of Vehicle | | PLEASE COMPLETE IN BLOCK CAPITALS |
|---|--------|---|
| Registration No. | Colour | |
| Make | Model | |
| Are you the registered keeper? Yes <input type="checkbox"/> No <input type="checkbox"/> If No, please complete section 4. | | |
| Please tick to confirm that: <input type="checkbox"/> Your vehicle does not exceed 5 metres in length <input type="checkbox"/> Its weight does not exceed 3.5 tonnes <input type="checkbox"/> It is not constructed to carry more than 8 passengers plus a driver These vehicles are not eligible for Residents' Parking Permits. | | OFFICE USE ONLY: Proof documents seen: _____ Eligible vehicle confirmed _____ |

4. Student / Company Car applicants only

Is the vehicle registered in a different name to the applicant's? Yes No

If Yes, please provide a letter of authorisation from the registered keeper your name, address and vehicle registration number, authorising you to use their vehicle and include a copy of the V5C. _____ If No, you will need to provide a copy of the V5C. Copy V5C seen: _____

IF YES confirming
Auth letter seen:

5. Declaration by Applicant PLEASE READ CAREFULLY BEFORE SIGNING

- (a) I hereby certify that my usual place of residence is at the address given on this form.
- (b) I undertake to return the Resident's Permit to Southampton City Council if I cease to reside at the place of residence given on the form or should I no longer own or keep the vehicle for which a Permit has been issued.
- (c) I accept that it is my responsibility to ensure that I have a valid Resident's Permit displayed on my vehicle at all times, otherwise I will become liable to a Penalty Charge Notice.
- (d) I acknowledge that a Permit may be withdrawn if the conditions of issue are contravened or should Southampton City Council have reasonable grounds to believe it is being misused.
- (e) I understand that Visitors' Permits (Annual Permit and scratch cards) are for use only by genuine visitors to my address and may not be sold, lent or gifted to a third party.
- (f) I understand that Visitors' Permits (Annual Permit and scratch cards) may not be used by occupants of my household for parking vehicles for their own use, nor by any other person for any other purpose. I understand that they are not to be used as an alternative to obtaining a Resident's Permit.
- (g) I understand that the Visitors' scratch cards need to be correctly completed and validated and that each Visitor's scratch card may only be used once.
- (h) I understand that visitor's vehicles must be parked no more than 100 metres from my address and permits (Annual or scratch card) must be displayed face up on the dashboard so that they are clearly and entirely visible when viewed from the outside of the vehicle.
- (i) I have retained the Terms and Conditions sheet (pages 1 & 2 of this document) and will advise my visitors to read and abide by the instructions for using the visitor permits (Annual and Scratch Cards).
- (j) The information provided on this form is true and accurate to the best of my knowledge and belief, and I accept that if I have stated anything which I know to be false, or believe not to be true, I shall be liable to prosecution and any Permit issued may be withdrawn.

Please tick to indicate that you have read, retained and will abide by the Terms and Conditions in the application pack governing use of Residents' and Visitors' Permits

Signature _____ Date _____

Failure to comply with the terms of use for parking permits may attract the issue of a Penalty Charge Notice and/or the cancellation of the permit

Please do not send original documents through the post! Copies of documents should be sent with applications, except for letter of authorisation (see section 4) which must be an original.

- CHECKLIST** Please tick to confirm the documents you have included with your application:
- Proof of residence
 - Letter of authorisation if not registered keeper (section 4)
 - Proof of vehicle ownership document
 - Payment £ _____