

Application Pack

Residents' Parking Permits

For residents of Alcantara Crescent, Andes Close and Asturias Way to park in Zone 23, subject to other conditions

Please note: Please read in conjunction with the relevant guidance on using the Permit.

By signing the declaration on the application form you are confirming that you have read, retained and will comply with these terms and conditions governing the use of Residents Permits.

Failure to provide the correct documents or enclose a payment if applicable will delay your application.

Terms and conditions for obtaining Residents' Permits

Where do I apply?

By post:

Parking Services
Southampton City Council
PO Box 1098 Southampton,
SO14 7WE.

Do not send cash through the post.

In Person:

Gateway
One Guildhall Square
Southampton, SO14 7LY

Gateway Opening Hours:
Monday to Friday
10am – 3pm

Gateway is closed on all statutory Bank Holidays.

WARNING

Section 115 of the Road Traffic Regulations 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.

How much do Permits cost?

Our prices are listed on the application form.

- **Lost Permits:** An administration charge will be made to replace a lost/damaged permit £14.00.
- **Permit Refunds:** Refunds will no longer be offered on the Permit charge for Permits issued after 1 June 2018. The Permit charge is to cover the administration costs of issuing the Permit and maintaining the zone.

Application for Resident's Parking Permit Zone 23 Alexandra Quay



Terms for using all Permits

The Permit must be displayed behind the front windscreen so it can be clearly and entirely seen from the front of the vehicle.

- It is the driver's responsibility to ensure that the vehicle is parked wholly within a marked parking bay.
- 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.
- Permits are only valid within the zone shown and within a parking bay designated for use by Permit Holders.

Terms for using Temporary Residents' Permits

You may usually only have a three-month Residents' Permit whilst you obtain all the required documentation for a 12-month residents Permit.

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

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

<https://www.southampton.gov.uk/travel-transport/apply-pay/parking/permits/residents-eligibility-guidance/>

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](https://www.southampton.gov.uk/privacy), or on request.

Further information

Further information can be found on our website at:

<https://www.southampton.gov.uk/travel-transport/apply-pay/parking/permits/>

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1. Type of Permit required (please tick all that apply)

- Student / Company vehicle application (please also complete Section 4)
- Temporary Residents' Permit (3 months) £15.00
- Residents' Residents' Permit (12 months) £60.00
- Visitors Permits book of 10 scratch cards £6.00 per book

Office Use Only:
Application no: _____
Permit No: _____
Issued by: _____
Payment received: _____
Spreadsheet updated?

2. Applicant Details

- (a) Name _____
- (b) Address _____

- (c) Postcode _____

Student Applicants:
Registered keeper

3. Books of Visitors' Scratch Cards

- /6
Enter number of books of scratch cards required
(Maximum of six books)

Office Use Only:
Zone No/Street: _____
Books Quantity: _____
Permit No start: _____
Permit No finish: _____
Issued by: _____

*Application for Resident's Parking Permit Zone
23 Alexandra Quay*



4. 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 Residents' 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 Permit displayed on my vehicle at all times so it is clearly visible through the windscreen, otherwise I may become liable to a Penalty Charge Notice.
- (d) I understand that understand that the Permit is only valid within a marked parking bay in Zone 23 and in no other car park or parking place. If you are unsure of where to park, please contact us for assistance.
- (e) 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.
- (f) I understand that the Council may, by notice in writing, withdraw the Permit.
- (g) 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 by signing this form you have read, retained and will abide by the Terms and Conditions in the application pack governing use of Residents' Permits as stated.

Signature _____ Date _____

Failure to comply with the terms of use for Permits may attract the issue of a Penalty Charge Notice.

Please do not send original documents through the post!

Copies of documents should be sent with applications, except for company letters which must be the originals.