

# Application Pack

## Resident's Parking Permit

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### Zone 18 Rockstone Place

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**Please note:** Please read in conjunction with the relevant zone leaflet for 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?

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##### By post:

Parking Services  
PO Box 1098 Southampton,  
SO14 7WE.

Do not send cash through the post.

##### WARNING:

Section 115 of the Road Traffic Regulations Act, 1984  
Provides penalties for any person who makes a false statement to obtain a parking 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.

**In person**  
Gateway

Civic Centre  
Southampton, SO14 7LY

Gateway Opening Hours:  
Monday to Friday  
10.00-15.00

Gateway is closed on all statutory Bank Holidays.

##### How much do Permits cost?

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Our current Permit prices are listed on the application form.

- Lost Permits: An administration charge will be made to replace a lost/damaged Permit
- 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.

##### Terms for using all Permits

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- 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

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You may usually only have a single one 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

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With your application you will need to provide proof:

- of residence
- of vehicle ownership
- of vehicle insurance

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

## Application for Resident's Parking Permit Zone 18 Rockstone Place

<http://www.southampton.gov.uk/parkingpermits>

### Fair processing Notice

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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 (<http://www.southampton.gov.uk/privacy>), or on request.

If you have any specific questions relating to the use of your data, please contact the Parking Team at [parking.services@southampton.gov.uk](mailto:parking.services@southampton.gov.uk) or telephone 023 8083 3008.

### Further information

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Further information on the residents parking scheme can be found on our web pages; <http://www.southampton.gov.uk/parkingpermits>

Telephone: 023 8083 3008



## 1. Type of Permit required (You may tick more than one box if applicable.)

- Student or Company vehicle application  
(please remember to complete section 4)
- Temporary Permit (3 month) – £15.00
- Resident's Permit (12 month) – £60.00

### Office Use Only:

Application no: \_\_\_\_\_

Permit No: \_\_\_\_\_

Issued by: \_\_\_\_\_

Payment received: \_\_\_\_\_

Spreadsheet updated?

Please complete all sections in BLOCK CAPITALS

## 2. Details of Applicant

(a) Mr/Mrs/ Ms/Miss\_\_

(b) Forename\_(c) Surname \_\_\_\_\_

(d) Address \_\_\_\_\_

(e) Postcode \_\_\_\_\_

(f) Telephone No \_\_\_\_\_

(g) Email address \_\_\_\_\_

### Office Use Only:

Proof documents seen:

## 3. Details of Vehicle

Are you the registered keeper?  Yes  No (if no please provide details in section 4 below)

(a) Registration No. \_\_\_\_\_ (b) Colour \_\_\_\_\_

(c) Make \_\_\_\_\_ (d) Model \_\_\_\_\_

### Please note:

- if your vehicle exceeds 5 meters in length
- or its weight exceeds 3.5 tonnes
- or it is constructed to carry more than 8 passengers plus a driver you will not be entitled to a Residents Permit.

### Office Use Only:

Proof documents seen:

Eligible Vehicle confirmed:

## 4. Registered Keeper Details (if different from applicant details)

(a) Name \_\_\_\_\_

(b) Address \_\_\_\_\_

(c) Postcode \_\_\_\_\_

### Office Use Only:

Student Applicants:

Registered keeper

contacted:

## 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 Parking 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 Parking 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 the Permit is only valid within a marked parking bay in the Zone 17 Golden Grove Resident's Car Parks or the Zone 17 on-street parking bays as signed and no other car park or parking place. If you are unsure of where to park, please contact us for assistance.
- (f) 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.
- (g) I understand that if I elect to pay by instalments and fail to do so the Permit will be cancelled and a Penalty Charge Notice will be issued to the vehicle.

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.