



# Your Guide to applying for a parking permit for a carer in Reading

## 1 Who is eligible to apply for a permit?

Carer permits are discretionary permits issued by Reading Borough Council. If you are over 65 years of age and/ or you are disabled and live in a street that is part of a parking permit zone you may apply for a carer parking permit.

You (or your attorney on your behalf) must apply for the permit. The permit enables your carer(s) to park while visiting your home to assist with your needs. If you have been issued with a residents permit then you may NOT apply for a carer permit unless you are able to demonstrate exceptional circumstances.

## 2 Where there is more than one carer

Individuals will frequently have several people who act as their carer. For this reason carer permits display up to THREE different vehicle registrations. In this case a carer is a family member or friend on whom you depend for your needs. Carers are NOT healthcare professionals, social care staff or agents who may be issued with parking permits by their employers. Your carers are NOT eligible for carer permits if they themselves live within your parking permit zone. Carer permits are discretionary. In exceptional circumstances you may apply for a second permit should three vehicle registrations prove insufficient.

## 3 Providing Proofs

Along with the application form we need proof of residence. That means a copy of ONE document which must be a bank statement / credit card / storecard statement or gas / electricity / telephone (Mobile phone bills are not acceptable), current council tax bill, in your own name.

The document must show you reside at that current address. The document must be dated within four months of the application date. Copies of online versions of the above bills are acceptable as long as they show your name, address and date.

We also need proof of vehicle ownership or entitlement to use EACH vehicle that will be identified on the permit. That means a copy of DVLA Registration document (V5C) or an insurance certificate / insurance schedule. If the carer is not the owner of the vehicle (e.g. company vehicle, lease car, rental car etc) a copy letter stating that they have a right to use the vehicle including documents that show they are insured to use the vehicle.

Finally you will need to submit a proof of care requirement. This should state your age and/or provide proof of disability such as Passport, bus pass, birth certificate, driving licence or disabled badge.

Please make photocopies of your proof documents. We will accept original documents as proof – but we can't return them.

## 4 Renewing Your Permit

Carer permits are issued for twelve months, there are no zone renewal months and a new application is required each year. It will be up to you to renew your carer permit, as reminders may not be sent in the future. You must note the expiry date for your permit as it will be your responsibility to renew the permit.

## 5 Visitor Permits

All households in residents' parking zones are entitled to visitor permits. Visitor permits are scratch cards, each for half days. They are issued in books of 20 permits. The first two books are issued free of charge. You can apply for a further five books at a cost of £22 per book. You need to provide proof of residence when applying for visitor permits.

Further visitors books above the 5 charged books specified above are available on request. Please complete a discretionary application form stating your reasons for the additional books. Please note that it is likely that any further books granted will be charged for and not provided free.

## 6 Submitting Your Application

Post your application to:

**Resident Parking Permits  
Reading Borough Council  
Civic Offices, Bridge Street  
Reading, RG1 2LU**

## 7 If Your Permit Request is Turned Down

There is a right of appeal if your application is refused. While decisions are made by employed council staff, appeals are heard by a panel of elected Councillors. The Traffic Management Sub-Committee is an all-party body. The panel has the power to grant appeals where it concludes that the decision is justified by exceptional circumstances. All appeals must be made in writing.

## 8 If You Want More Information.

This leaflet contains all the information you need to apply for a carer's parking permit in Reading, but if you want more information or wish to view the rules of the scheme in full you can:

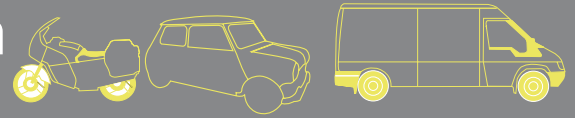
- **Go to:** [www.reading.gov.uk](http://www.reading.gov.uk)
- **Call** the helpline on 0118 937 3767
- **Write to** : Resident Parking Permits  
Reading Borough Council, Civic Offices,  
Bridge Street, Reading, RG1 2LU

Reading Borough Council is a Data Controller under the Data Protection Act 1998. We hold the information given to us for the residents' parking scheme for specific purpose of processing and managing the residents parking scheme only and we comply with the data protection principles set out in the Data Protection Act 1998 in relation to that data. These principles restrict the power of a Data Controller to disclose to third parties' personal data, which it is processing.

This authority is under a duty to protect public funds it administers, and to this end may use the information you have provided on this form for prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

# Your carer application form

PLEASE COMPLETE THIS FORM IN CAPITALS FOR YOUR NEW OR REPLACEMENT PERMIT



YOUR DETAILS  
YOUR VEHICLE

YOUR PERMIT & PROOF

Mr  Mrs  Ms  Miss

First name

Last name

Address for permit

Postcode

Daytime contact phone number

Email address

Name of carer

Vehicle registration number

Make of vehicle

Proof of Vehicle Ownership\* see note 3

Name of carer

Vehicle registration number

Make of vehicle

Proof of Vehicle Ownership\* see note 3

Name of carer

Vehicle registration number

Make of vehicle

Proof of Vehicle Ownership\* see note 3

## STATEMENT OF CARE NEEDS INCLUDING

Proof of age

Proof of disability

**VISITORS PERMITS** - 2 free book of 20 permits (residents only)\*see note 5  how many books

**VISITORS PERMITS** - purchase additional books (max5) £22 per book  how many books

## PROOF OF RESIDENCE

(only one required showing name and address of resident, dated within last 4 months. PHOTOCOPIES ONLY) \* see note 3

Bank statement

Credit card bill/Storecard statement

Gas/Electric/Telephone bill

Current Council Tax bill

**DECLARATION** : I declare that the information given in this application is true and correct. I understand that the Council may contact me about this application, permit or permit scheme by post, telephone, text message or e-mail.

## SIGNED

**DATE**