

# RESIDENTS PARKING PERMIT

## APPLICATION FORM



Working in Partnership

### Zone:

(Please tick one of the boxes below)

☐

College Street

☐

Oole Road

**Please read & understand all sections prior to completing & submitting your application form.**

### Section 1 – Your details (must be completed)

#### Applicant's details:

Title .....

Name .....

Business name .....  
(If applicable)

#### Postal address:

Property number/name .....

Street .....

Town .....

Postcode .....

Telephone .....

E-mail .....

(By giving us your contact details, you are consenting to us contacting you regarding your application)

I am: *(Please tick)*

☐

Applying for the first time

☐

Renewing my existing  
permit

### Section 2 – Your vehicle details (must be completed)

Registration Number	
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### Section 3 – Permit Types, Fees & Payment Options

Please indicate the type of permit you require and attach copies of your supporting documents, as required; for proof of residence see Section 4, Paragraph 1 below.

Type of Permit you require	Cost	Maximum No of Permits	Supporting documents required
<input type="checkbox"/> Private Residents First Permit	<b>£80.00</b>	<b>One</b>	1. Proof of residence (Detailed in Section 4)
<input type="checkbox"/> Private Residents Second Permit	<b>£100.00</b>	<b>One</b>	1. Proof of residence (Detailed in Section 4)
<input type="checkbox"/> Business Permit	<b>£150.00</b>	<b>Discretionary</b> Subject to approval of Parking Services Manager	1. Proof of residence (Detailed in Section 4)
<input type="checkbox"/> Resident in share house	<b>£100</b>	<b>Two per house</b> Any additional application will be subject to approval of Parking Services Manager	1. Proof of residence (Detailed in Section 4)
<input type="checkbox"/> Guest houses	<b>£150.00</b>	<b>Two</b> Additional visitors' permits (book of 8) would need to be purchased	1. Proof of residence (Detailed in Section 4)
<input type="checkbox"/> Concession - resident in receipt of housing benefit	<b>£44.00</b>	<b>One</b>	1. Proof of residence (Detailed in Section 4) 2. Evidence of receipt of Housing benefit
<input type="checkbox"/> Disable resident	<b>Free of charge</b>	<b>One</b>	1. Proof of residence (Detailed in Section 4) 2. Copy of your blue badge
<input type="checkbox"/> Replacement Permits	<b>Free of charge</b>		Temporary electronic permit may be issued
<input type="checkbox"/> Carers permit	<b>Free of charge</b>		1. Proof of the need for a high level of care in their home from Social Services/Care company or from a doctor.
<input type="checkbox"/> Permit Refund	<b>£5.00</b>		Administration Charge
<input type="checkbox"/> Daily Visitor Permits (book of 8)	<b>£16.00</b>	<b>Ten per year</b>	1. Proof of residence (Detailed in Section 4) No V5 (log book) required
Motorcycles	<b>Free of charge</b>	<b>No permit required</b>	

**Payment Options:**

(Please choose a payment option below)

☐ **Telephone:** Please contact 01472 326 290, having your Debit / Credit Card details ready and ask for a Reference number.

Card payment Reference number: .....

☐ **Direct Debit:** In order to spread the cost we will issue you with an Invoice. When you receive your Invoice, please contact 01472 325995 to arrange your payment plan.

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**For office use only:**

Type of permit (paper or electronic) .....

Permit number (if applicable) .....

Issuing date .....

Start date .....

Expiry date .....

Invoice number (if applicable) .....

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**Section 4 – Information concerning the issue of Residents Permits****1. Proof of residence**

Proof of residence (which must be less than 3 months old) must be supplied for any vehicle. Copies of the following documents need to be submitted with the completed form:

- **Council Tax Bill** (or Recent Utility Bill if property is rented), showing your name and the address you are applying for;
- **Tenancy Agreement** (if property is rented), showing your name and the address you are applying for;
- **Vehicle Registration Document V5 – Log Book**, showing the vehicle registration number, your name and the address you are applying for. If the vehicle is a company vehicle a letter must be provided from the company, stating that you are keeping the vehicle at the address stated above.

If the vehicle is Company owned, a letter from the Company must be provided, stating that you are keeping the vehicle at the address of the permit application.

New tenants / house owners will be issued a temporary permit for four weeks upon receipt of a tenancy agreement or letter from Solicitors confirming the house sale. A full permit will be issued on receipt of proof of the vehicle registration document in the new address and a tenancy agreement / letter concerning exchange of contract from solicitor.

## **2. Permit durations**

Residents permits are available for 12 month periods only.

## **3. Vehicles**

A maximum of 2 permits per property will be issued. This number is dependent on the amount of off-street parking available at properties and also the amount of on-street parking places available within the residents shared parking area.

## **4. Visitors / Traders**

Residents within the scheme area have the opportunity of purchasing short term parking permits for their visitors or traders working in the property. Single use scratch cards will be issued at a fee of £16 for a book of 8.

## **5. Carers**

A carer's permit will be issued to residents who require a high level of care in their home. An application for a carers permit must include Confirmation of need from Social Services or Letter from a doctor. Carers permits will be linked to the property and the specific vehicle. All such permits will be subject to regular review.

## **6. Motorcycles**

Motorcyclists can park for free within North East Lincolnshire and are therefore exempt.

## **7. Guesthouses, Hotels, Bed and Breakfast Establishments**

All permits issued to Guesthouses, Hotels, Bed and Breakfasts establishments and short-term lets (less than 3 months) will be charged at the business permit rate unless the premises are also the permanent place of residence of the owner or staff member. This will be evident from the Council Tax Bill/ Business rate. If possible, alternate off-street arrangements should be investigated with the Council and considered as part of the scheme's design. A maximum number of permits will be allocated to any such business and all will be reviewed annually. This maximum limit will be set out within the scheme's specific regulations.

## **8. Commercial Vehicles**

Commercial vehicles will not be eligible for a residents permit unless it can be shown that:  
The vehicle is less than 3,500kg MGW or is used for call out or emergency purposes; or  
The householder is required by the owner to have the vehicle at the home address for call out or for working purposes.

## **9. Foreign Vehicle Registrations**

If your vehicle is registered abroad you can apply for a resident permit, for a maximum of six months. After this time, your vehicle must be registered with DVLA, in your name at the address registered on the permit before any further permits can be issued. We will not issue permits for vehicles registered abroad in a company's name.

If your vehicle is registered abroad please provide proof of vehicle insurance from the country of origin. If the vehicle is registered outside of the EU please also provide evidence of agreement from HMRC that the vehicle is permitted to be in the UK (C110 Form).

## **10. Company Vehicles**

If the vehicle is Company owned, a letter from the Company must be provided, stating that you are keeping the vehicle at the address of the permit application. The letter must be addressed to Parking Services at North East Lincolnshire Council, on your company letterhead, signed by a Company Director. Only one company vehicle may be included on a residents' permit.

A current company letter must be provided whenever you renew your residents permit. Please note we cannot issue permits for borrowed vehicles or those with shared use or owned by relatives.

## **11. Reminders**

It is your responsibility to renew your permit.

## **12. Payments**

Please see the Payment Methods above.

## **13. Changes of Vehicle / Refunds**

If you move out of the area, dispose of, or sell your vehicle you must notify us. You can do this by emailing [carparkingissues@nelincs.gov.uk](mailto:carparkingissues@nelincs.gov.uk) or alternatively, you can call 01472 326290. You can also request a refund in writing. Refunds will be calculated based on the number of full months remaining on your permit, less an administration fee of £5.

## **14. Fraud Prevention**

To help prevent fraud and abuse of the resident permit scheme, each month a sample of permit holders may be asked to provide proof of residence and vehicle details. Customers will be given 21 days in which to produce documents, failure to do so will result in permit withdrawal.

North East Lincolnshire Local Authority 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.

For further information, see <http://www.nelincs.gov.uk/privacy> or contact Internal Audit on (01472) 323903 or email [internal.audit@nelincs.gov.uk](mailto:internal.audit@nelincs.gov.uk).

## **15. Data Protection**

No personal information you have given us will be passed on for commercial purposes. Our policy is that information will only be shared with other agencies where the legal framework allows it (i.e. DVLA).

## **16. Warning**

It is a criminal offence to make a false statement for the purpose of obtaining any permit and upon summary conviction is subject to a fine of up to £2,500.

**17.** An electronic permit may be issued in some of the areas covered by a Residents Parking Scheme.

**18.** The issue of a residents' parking permit does not guarantee the availability of a parking space outside an individuals' property, nor in the designated streets.

**19.** Permits will only be issued to a designated vehicle identified by the Vehicle Registration Mark (VRM) and should be registered at an address within the permit zone.

## **Section 5 – Conditions of use**

The facilities granted are subject to the following conditions:

1. Once your application is being processed, will contact you and inform you on the outcome. It is important to note that **you are not entitled to park your vehicle in the location you are applying for prior to the issue of your permit** (e.g. because you have made a payment or you have submitted and application form).
2. It is your responsibility to renew your permit, minimum 5 working days prior to the above expiry date. As per Residents' Parking Scheme Rules above, the issue of the permit is subject to eligibility, evident by the application form, documentation supplied and payment.
3. Should you change your vehicle or use a hire car, you will need to advise Parking Services, minimum 2 working days in advance, to enable a replacement/temporary E-permit to be arranged.

Failure to comply with these Conditions of use may result in the issue of a Penalty Charge Notice. Failure to comply with the Scheme Rules and Conditions of use may result in withdrawal of your existing permit and/or future permits.

#### **Section 6 – Contact Details and Complaint Procedure**

You may contact Parking Services by telephoning 01472 326290, option 2 and making a service request. During weekdays, an officer will contact you within 48 hours of your request. Alternatively, e-mail us at: [carparkingissues@nelincs.gov.uk](mailto:carparkingissues@nelincs.gov.uk)

In order to improve, Parking Services welcomes feedback. We want to hear about your experience with the services. If you are happy / unhappy about anything in relation to service delivery, then please contact us give us the opportunity of addressing your issue first.

If you have an issue that you feel requires escalation, then please visit [www.nelincs.gov.uk](http://www.nelincs.gov.uk) and refer to the corporate complaints procedure.

**Post** your application form, together with all supporting documents required, to:  
**Parking Services, PO Box 493, Grimsby, DN31 1HU**

**Email** your application form, attaching all supporting documents required, to:  
[carparkingissues@nelincs.gov.uk](mailto:carparkingissues@nelincs.gov.uk)