

# APPLICATION FOR PARKING PERMIT: RESIDENTS OF 1&2 HOUR LIMITED PARKING ZONES



**NB: Please complete Part 1, Part 2 & Part 3 of this form. See the reverse for help**

RES-EX	<b>PART 1 – YOUR DETAILS</b>	RES-EX
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**Please specify your Residential Controlled Parking Zone (CPZ) here:**

(this is identified on Traffic Signs in your street and on entry points into the zone)

<b>Please PRINT the following information about you:</b>	<b>Please PRINT your address details:</b>
Your full name: (include title)	Apartment / Flat number:
Your telephone number:	House number (name):
Your e-mail:	Street name:
	Post Code

**Please PRINT details of your vehicle(s):**

Name of Owner:	Name of owner:
Registration No.: (Vehicle 1)	Registration No.: (Vehicle 2)
Make:	Make:
Model:	Model:

Only legitimate residents of the CPZ are entitled to have exemption permits for parking in the CPZ in excess of the applicable parking time restriction. By making this application, you confirm that the above address is your main home and principal address for all legal purposes.

**NO EXEMPTION PERMIT CAN BE GRANTED WITHOUT VALID PROOF AND PAYMENT**

RES-EX	<b>PART 2 – REQUIREMENTS</b>	RES-EX
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**NB! You must meet the following criteria to be eligible for a permit:**

- Proof** of your residency within the boundaries of the CPZ (copies required)
- Proof** that you are in charge of the motor vehicle (copies required)
- Payment** of the applicable admin charge

<b>Proof of Residency</b>	<b>Proof of Being in Charge of Vehicle</b>
<b>Circle A or B below as applicable + tick correct box</b>	<b>Circle A or B below as applicable + tick correct box</b>
A    I am liable to pay residential Council Tax for above address (also while exempt or in receipt of benefits)	A    My vehicle is registered <b>and/or</b> insured in my name and at my address as above
B    I have other proof of residing at the above address	B    I use a company vehicle for private purposes

**If you have selected A:**

- Current Council Tax statement or recent exemption/benefit letter

**If you selected B: Please provide one of the following:**

- Utility bill (issued within last 3 months)
- Bank statement (issued within last 3 months)
- Valid UK Driving Licence with current address on it
- Other documents may be considered, eg. A tenancy agreement. Please see overleaf for details.

**If you have selected A: Please provide one of the following:**

- DVLA Registration Certificate (V5) for each vehicle, or
- Current Motor Insurance Document

**If you have selected B: Please provide the following:**

- Written confirmation from the officer of the company in whose name this vehicle is registered, stating that you are allowed to use the vehicle for private purposes (e.g. commuting).

**I also wish to purchase the following amount of single use Scratch Cards @ 75pence each (payment enclosed) HOW MANY:**

RES-EX	<b>Part 3 – DECLARATION</b>	RES-EX
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**By signing and submitting this application form, I declare that the above information is true and complete to the best of my knowledge. I further accept the terms and conditions overleaf, and undertake to comply with any Traffic Regulation Order applicable to my CPZ.**

**Please sign below:**

**Date:**

Staff Initials:	Permit No.	Receipt No:	
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## TERMS AND CONDITIONS FOR RESIDENTS PARKING EXEMPTION

### A. YOUR APPLICATION

Before submitting this application, please ensure that it is completely filled out and you can prove with documents your residency within the boundaries of the Controlled Parking Zone (CPZ), and being in charge of a vehicle which is normally kept or registered in the CPZ.

- Your application can be submitted to the Kingston upon Hull City Council in the following ways: In person at your local Library Phone: 300300 to find where your closest Library is to your address.
- If you submit your application in person, please ensure that you have brought with you the required documentary proof which you have specified in your application form. You will be asked to produce it for verification purposes.

If you submit your application by post or fax, you must enclose / send copies of the documentary proof that you have specified in your application form. **NEVER** send your original documents in post.

Incomplete applications, applications without the required documentary proof or without payment of the applicable charge cannot be considered and your application will be returned to you or posted to your address (as applicable).

Payment of **£22.00** can be made in cash, by card or by cheques made payable to Kingston upon Hull City Council.

If there are **multiple residents** (including spouses, partners, joint tenants and lodgers) at the same address, each of them must make a separate application.

Please note that your personal information will be held and used in accordance with the requirements of the Data Protection Act 1998. We may lawfully disclose information within the Council and to other public sector agencies such as the Police, or the Inland Revenue to (a) Prevent or detect fraud or other crime (b) Protect public funds (c) Make sure the information is accurate.

This may include sharing your information with other bodies responsible for auditing or administering public funds including the Audit Commission. More details can be found on the Privacy Page of our website [www.hullcc.gov.uk](http://www.hullcc.gov.uk)

Documentary proof of residency. If you do not have any of the documents specified on the application form overleaf, you may submit other documents that you believe to be demonstrating your residency at the address, along with an explanation as to why the specified documents are not available.

Documents about your vehicle. Only the documents specified overleaf in the application form can be accepted.

These documents must show your name and address (postcode) in the CPZ. No other document relating to your vehicle can be valid for the purposes of this application form.

**Remember: it is your duty under law to notify DVLA and your motor insurance company immediately about any changes to your address.**

If you are using a company vehicle for private purposes and rely on a letter from the company, you do not have to supply DVLA or insurance documents as above if you are able to produce a letter from the Company addressed to the Council, stating that you are allowed to use the vehicle for private purposes (e.g. commuting), and including particulars of the company such as its registered office and contact information.

If you have recently moved and are still awaiting the DVLA or insurance documents, you will be able to purchase single-day exemption permits ("Scratch Cards").

Students at educational establishments anywhere in Hull are exempt from the requirement to have their vehicle registered or insured at an address within the CPZ, provided that they supply a letter from their educational establishment confirming their student status and course start / end dates.

The Council will endeavour to process your application and post your exemption permit to your address within 5 working days from the date of receipt. If we are unable to accept your application, you will be provided with a written explanation why.

Your application form and any documents supplied with it will be processed in accordance with the relevant Data Protection legislation and policies of the Council. Any photocopies of your documents will be destroyed upon the issue of your permit, although notes about their contents may continue to be held in computerised databases of the Council.

### B. YOUR PERMIT

Your parking exemption permit will only be valid when displayed clearly and continuously on the vehicle it was issued for, so **all particulars** (designated permit zone, vehicle registration mark, expiry date and permit number) are readily visible and legible through the front windscreen. We recommend that you use the transparent plastic holder provided with your permit. It can be permanently attached to your windscreen and prevent your permit from becoming inverted or otherwise obscured.

A valid residents' permit correctly on display in the vehicle will make it exempt from the waiting time restriction in any on-street parking place within the

boundaries of the CPZ for which it has been issued.

Failure to display your permit may result in a Penalty Charge Notice (PCN) being issued to your vehicle. It will not be a valid defence against such penalty charge to claim that you were in fact granted an exemption permit from the Council.

A residents' exemption permit DOES NOT provide an exemption from any other on-street parking restriction as specified in the relevant Traffic Regulation Order and indicated with appropriate traffic signs and / or road markings, such as double yellow lines.

A residents' permit does not give you a right to a parking space. It is merely an entitlement to use any available on-street parking space within the CPZ for longer than it is generally permitted for motorists.

Any person who can prove his/her residency within the CPZ boundaries may purchase Scratch Cards at a cost of **£0.75** per card from their local library to cover the parking needs of their visitors.

All permits are valid for a fixed period. It is the responsibility of the resident in whose name permit was issued, to make an application for its renewal in a timely manner by using such prescribed form as may be specified by the Council.

The permit is only valid whilst you remain resident in the CPZ. If you move away, you must hand it back to the Council as soon as reasonably possible.

If you sell or otherwise dispose of your vehicle during the term for which this vehicle was issued with a permit, you cannot claim refund for the administrative charge which has been paid for it.

If you change your vehicle, you are entitled for a free replacement of your permit provided that you bring the original permit back to the Council.

A replacement charge of £10 will be payable for any permit that is lost, damaged or tampered with.

Any parking permit queries can be dealt with by calling **01482 300 300**.

**E-mail: [parking@hullcc.gov.uk](mailto:parking@hullcc.gov.uk)**