

Types of permits

Permits, notices and suspensions include:

Residents' Permits

- A permit may be available to a resident who's main residence is within the Residents' Parking Scheme (RPS) and entitles them to park in any bay where residents permit parking is permitted within the zone specified on that permit. Permits must be clearly displayed on the nearside of the vehicles windscreen.
- Permits are allocated on a first-come first-served basis and the policy is to give priority to two permits per household in the first instance. However, in areas of high demand this may be limited to only one permit per household. In some cases up to three registration numbers may be printed on the permit, but this may only be displayed in one vehicle at a time.
- Permits do not entitle residents to park in a particular place on the highway and there can be no guarantee that a particular space will always be available.
- Applications for a permit should be made to the relevant District/Borough Council parking shop. Applicants are required to provide recent (preferably within the last 3 months) proof of residency (including domestic/utilities bills, tenancy agreements or contracts of employment e.g. living-in staff) and vehicle ownership (registration document or leasing agreement and driving licence).
- Blue Badge holders may not park in permit holder bays unless they have the appropriate permit. A 1st permit may be obtained free of charge if they do not already have access to a disabled bay. They can park without time limit in any on-street Pay and Display/limited waiting parking bay unless signs indicate otherwise.
- A permit will not be required for a motorcycle, unless it is adapted with a sidecar or has more than two wheels i.e. trike, quad bike.
- Waiting lists for permits may be brought into operation where demand is close to or exceeds capacity. When a waiting list is in operation, priority for 1st permit applications will take precedence.

Residents' Visitors' Permits

- These may only be purchased by a resident, enabling their visitors or tradespeople to park where residents permit parking is permitted within the zone specified on the permit.
- Permits may be purchased in advance in books of 10 and each individual permit is valid for 2 hours of parking. Visitors can display multiples of the permit in their vehicle for stays of longer than 2 hours in order that they do not have to keep returning to their cars. Alternatively, daily/weekly permits may be available for longer stays.
- To keep a check upon misuse and to avoid an unfair usage of the space available, the issue of visitor permits to households within the RPS or the number of books purchased at any one time may be limited.

- Applications for permits should be made to the relevant District/Borough Council parking shop. Applicants are required to provide recent (preferably within the last 3 months) proof of residency (including domestic/utilities bills, tenancy agreements or contracts of employment e.g. living-in staff).

Non-Residents' Permits

- Where spare capacity exists, after the needs of residents have been fully met, non-residents' permits may be made available in particular roads to local workers and commuters. These are issued at a higher cost in order to reduce the cost of enforcing the RPS, thereby keeping the cost of residents' permits to a minimum. They also maximise the efficient use of available road space.
- Applications for a non-resident's permit should be made to the relevant District/Borough Council parking shop. Applicants are required to provide proof of vehicle ownership (registration document or leasing agreement and driving licence).

Healthcare Permits

- Healthcare Permits allow medical/care personnel to visit residents within a RPS. A permit may also be used for legitimate visits to residential care homes or doctors surgeries/clinics in residential areas where there is no off-street parking available but only in order to escort a patient. Permits are not to be used for any other purpose including the personal business of the holder, running errands for a client as well as for long term parking while the holder is at their office or visiting other offices for meetings.
- A permit is valid in permit holder (including shared use) and Pay & Display bays and not on yellow lines, taxi ranks, loading bays, or disabled parking bays. A two-hour limit upon the use of healthcare permits may be imposed in order to prevent misuse.
- A permit is valid for use in any RPS, irrespective of where it was purchased.
- Applications for a permit should be made to the District/Borough Council parking shop in which the applicant is based. A statement of need may be required from the applicant along with written confirmation from a senior member of staff of the organisation through which the services are provided.

Residents' Carer Permits

- These may be issued to a resident (more often than not without access to a vehicle) who receives regular care in their own home and can be used on different vehicles if need be.
- Permits are free to those who can provide evidence of being in receipt of incapacity benefit or disability living allowance.
- Applications for a permit should be made to the relevant District/Borough Council parking shop. Applicants will be required to provide proof of residency and a statement of need.

Traders' Permits

- A permit may be issued to a trader who has an operational need to park close to a premises so that a regular delivery service can be maintained i.e. the permit is necessary for the efficient running of the business. Such traders may normally include butchers, bakers and fishmongers etc who load and distribute fresh produce locally. Others could include florists and print finishers who may require constant access to a delivery vehicle throughout the day.
- Applications for a permit should be made to the relevant District/Borough Council parking shop. A statement of need will be required from the applicant.

Charity Permits

- Issued in order to assist staff/volunteers working for charitable organisations located within a RPS or those regularly visiting residents e.g. Samaritans, Meals on Wheels, but not Charity Shops.
- The permit is only valid in permit holder bays and not on yellow lines, taxi ranks or loading bays and cannot be issued for occasional loading/unloading activities.

Dispensation Notices

- A notice may be issued to commercial vehicles, for example vans, but not private vehicles, allowing parking in parking bays (not taxi ranks, disabled bays or loading bays) at or near customer's properties, providing easy access to tools and equipment.
- The notice will display the name or names of roads/address being visited and may be used when it is not possible to display Residents' Visitors Permits, for example, when working at vacant properties.
- Notices may typically be issued for legitimate works requiring the use of tools and equipment that cannot easily be removed from the vehicle or where the vehicle itself is needed in order to carry out a function, for example, as a mobile power source for other equipment.
- Applications for a notice should be made at the relevant District/Borough Council parking shop. These can also be made in advance.

Lost, Damaged or Stolen Permits:

- Replacement permits may be issued at a cost to cover administration. These will be valid for the life of the original permit that was lost, damaged or stolen.
- For stolen permits, a District/Borough Council may ask for a crime reference number.
- If a permit holder wishes to surrender a permit before it expires, then a refund is made for each remaining full calendar month.

Parking Bay Suspensions

- A parking bay may be suspended by a District/Borough Council (or contractor) so that essential work may be carried out by the public utilities (gas, water and electricity companies) or so that private companies and individuals may carry out a range of works and services e.g. large deliveries, skips, crane operations, access to sites, police security, tree surgery, removals and special events.
- Suspensions are used when a parking bay at a specific location is required. In other circumstances, it may be more appropriate for a dispensation notice to be issued for a particular road although this will not be a guarantee of a space.

Parking for Weddings and Funerals

- Only vehicles in the service of a funeral director or a wedding limousine (and not the procession) may be exempt from needing a permit and attendees are normally expected to obey all the rules. A parking bay adjacent to a venue may be suspended if/when required.
- In the case of a funeral a close relative or the funeral director can give a District/Borough Council parking shop prior notice of a service and provide an estimate of the number of people likely to be attending. A number of visitor permits (each providing two hours of parking) can then be issued for the service free of charge. This is to enable the bereaved to be relieved of the additional burden and cost of purchasing permits for their visitors/mourners at such a time.