



## Guidance Notes: Resident/Visitor Parking Permit Application Form

Parking Services  
P O Box 2179,  
Riverside House  
Milverton Hill,  
Leamington Spa,  
CV32 5QG

### Choose the Permit you wish to apply for

Under the Resident Parking Scheme each property is entitled to apply for up to 3 Resident Parking Permits and 1 Visitor Parking Permit. The attached application form allows you to apply for 1 Resident Parking Permit and/or 1 Visitor Parking Permit.

Please tick the appropriate box for the permit you wish to apply for or if you wish to apply for both permits please tick both boxes.

If you wish to apply for further Resident Parking Permits then you will need to complete a new application form for each vehicle.

**The Resident Parking Permits** are vehicle specific and may only be used within the vehicle displayed on the permit within the specified zone. To apply for a Resident Parking Permit or both Resident and Visitor Parking Permits, please complete all sections of the form - Parts 1 to 6.

**The Visitor Parking Permit** is not vehicle specific and can be used in any vehicle whilst clearly displayed within the specified zone. To apply for a Visitor Permit, please complete Part 1, Part 2, Part 5 and Part 6 only.

### Part 1 - Residency Details

Please complete your full name and address details to include how long you have lived at the property and a daytime telephone number and email address.

We will only use the contact details to contact you if there is a problem with your application in order to prevent a delay in the issue of the permit.

### Part 2 - Proof of Residence

In order that we can issue you with a permit, we require proof that you reside at the address. We will only accept a copy of one of the documents listed below; documents provided must show the name and address as completed in Part 1.

- Council Tax Bill or Water Bill (this must be the last bill you received from your provider)
- Bank Statement or Utilities Bill (gas, electric or landline telephone) and must not be more than 3 months old
- Current Driving Licence
- Current Tenancy Agreement which must be signed by both you and your landlord
- Solicitor's Completion Letter if your property has been purchased in the last month.

### Part 3 - Vehicle Details

Please complete the vehicle details for the vehicle for which you wish to apply for the permit.

If the vehicle is a company vehicle then we will require a letter from your employer on Company Letterhead, confirming the vehicle is owned or leased by them and that you are the sole keeper and user of the vehicle. We will also require a copy of the Vehicle Registration Document (V5C) or Lease Agreement to be provided from your employer.

Overleaf/.....

#### **Part 4 - Proof of Vehicle Ownership**

In order that we can issue a permit we will need to see proof that the applicant either owns the vehicle or is insured to drive the vehicle.

We will only accept a copy of one of the documents listed below; documents provided must show the applicants name as completed in Part 1 and vehicle registration number as completed in Part 3. (we are not checking the address here)

- Vehicle Registration Document (V5C)
- Current **Certificate** of Motor Insurance
- Hiring/Leasing Agreement
- Official Bill of Sale (if the vehicle has been purchased in the last month)
- If you drive a company vehicle and are unable to provide any of the documents above, we will require a letter from your employer on Company Letterhead, confirming the vehicle is owned or leased by them and that you are the sole keeper and user of the vehicle. We will also require a copy of the Vehicle Registration Document (V5C) or Lease Agreement to be provided from your employer.

#### **Part 5 - Payment**

Please enclose a cheque/postal order for the correct amount made payable to Warwick District Council.

- The 1<sup>st</sup> Resident Permit is £15.00.
- Visitors Permit is £15.00.
- 2<sup>nd</sup> Resident Permit is £25.00.
- 3<sup>rd</sup> Resident Permit is £25.00.

#### **Part 6 - Declaration**

Please read the Terms and Conditions on the reverse of the Application Form before signing and dating the form where indicated. Please note we will not be able to process your application if you have not signed the form and therefore, the issue of the permit will be delayed.

Please post your completed application form, documents and cheque/postal order to  
**Parking Services, PO Box 2179, Riverside House, Milverton Hill, Leamington Spa,  
Warwickshire, CV32 5QG**

Currently in the interests of efficiency all applications and renewals will be handled only through the post. Residents applying for renewal of parking permits are asked to allow sufficient time for new permits to be returned before the expiry of the existing ones.

**If you would like any further information, please do not hesitate to contact**

**Parking Services 01926 410410**

**or see our website**

[www.warwickdc.gov.uk/parking](http://www.warwickdc.gov.uk/parking)



**Parking Services**  
**P O Box 2179, Riverside House**  
**Milverton Hill, Leamington Spa,**  
**CV32 5QG**

For Official Use Only

<b>Date Rec'd</b>	
<b>Permit N<sup>o</sup></b>	

I wish to apply for a  **Resident** and/or  **Visitor** Parking Permit

<b>Part 1 - Residency Details</b>		
Mr/Mrs/Miss or other title	First Name	Surname
Address		
		Post Code
How long have you lived at this address?	Daytime Telephone N <sup>o</sup>	Email Address

<b>Part 2 - Proof of Residence</b>	<b>Please supply <u>ONE COPY</u> of one the following listed below, which <b>MUST</b> show your Name &amp; Address as in (Part 1).</b>	
<input type="checkbox"/> Council Tax Bill or Water Bill ( <b>latest bill received</b> )	<input type="checkbox"/>	Bank Statement <b>(Must not be more than 3 months old)</b>
<input type="checkbox"/> Utilities Bill (gas, electric, landline telephone), <b>(Must not be more than 3 months old)</b>	<input type="checkbox"/>	<u>Current</u> Tenancy Agreement ( <b>MUST be signed by Both you and your landlord</b> )
<input type="checkbox"/> Driving Licence	<input type="checkbox"/>	Solicitors Completion Letter ( <b>if property purchased within the last month</b> )

<b>Part 3 - Vehicle Details</b>	Are You the registered owner? Yes <input type="checkbox"/> No <input type="checkbox"/>
Registration N <sup>o</sup>	If no, who is the registered owner? (name and address)
Make and Model	

<b>Part 4 - Proof of Vehicle Ownership</b>	<b>Please supply <u>ONE COPY</u> of the following as listed below (address NOT required but <b>MUST</b> include your name)</b>	
<input type="checkbox"/> Vehicle Registration Document (V5C)	<input type="checkbox"/> Letter from employer on Company Letterhead (if the vehicle is a Company car) confirming the vehicle is owned/leased by them & that you are the sole keeper and user of the vehicle <b>together with a copy of the Registration Document (V5C)/Lease Agreement from your employer</b>	
<input type="checkbox"/> <u>Current</u> <b>Certificate</b> of Motor Insurance		
<input type="checkbox"/> Hiring/Leasing Agreement		
<input type="checkbox"/> <u>Official</u> Bill of Sale		

<b>Part 5 - Payment</b>	I enclose a cheque/postal order payable to Warwick District Council for: <b>(Please see Guidance Notes for the cost for each permit)</b> £ <input type="text"/>
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<b>Part 6 - Declaration</b>
I hereby declare that the information I have given is true and correct to the best of my knowledge. I have read and agree to the terms and conditions as stated overleaf:
Signature..... Date.....

Warwick District Council is under a duty to protect 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 please visit [www.warwickdc.gov.uk/dataprotection](http://www.warwickdc.gov.uk/dataprotection)

## TERMS AND CONDITIONS OF USE

1. Responsibility for the renewal of each permit rests with the permit holder. Replacements can be applied for up to 1 month prior to the expiry date. Please allow sufficient time for replacement permits to be supplied before the expiry of the existing permit.
2. All permits are issued dated from the 1<sup>st</sup> of the month.
3. Residents and visitors must park wholly in the parking places marked out on that road.
4. The permit must be fully and clearly displayed in the windscreen, preferably on the nearside of the vehicle that the permit was issued for.
5. Permits entitle residents and visitors to park within the zone as specified on the permit (see zone numbers on the parking restriction signs) they do not guarantee a space outside your property.
6. Vehicles must be parked in the proper manner (ie, close to and parallel to the kerb). Failure to do so may result in Police or Council enforcement action.
7. Please ensure that when visitors leave, you recover the permit.
8. Resident Permits are not inter-changeable between vehicles, if you change your vehicle please complete a Change of Vehicle/ Replacement Parking Permit Application Form and return it along with the appropriate documentation and your current permit. Please see Guidance Notes for the Application Form for further information. A replacement permit will be issued to cover the remainder of the period for which the previous permit was valid. An administration charge of £5:00 will be made.
9. Should a permit be lost, a replacement can be issued at a cost of £5:00 (only 1 permit will be replaced in any 12 month period). Please complete a Change of vehicle / Replacement Parking Permit Application Form and return it with the appropriate documentation. Please see Guidance Notes for the Application Form for further information.
10. The permit must be surrendered to the council in the event of any of the following circumstances occurring, a) if you cease to reside at the property b) if you sell or dispose of the vehicle shown on the permit c) the council withdraws the permit or it ceases to be valid for any other reason.
11. A permit which is surrendered, will only qualify for a pro rata refund where at least six whole months are remaining. An administration charge of £5:00 will be made.
12. Failure to fully and clearly display a valid current permit may result in a Penalty Charge Notice being issued to the registered vehicle owner.
13. Vehicles over 3050kg unladen are not eligible for permits within the Residents Parking zones.
14. The information provided in the application form must be correct. It is an offence to knowingly make false statement for the purpose of procuring a permit and may result in a prosecution being initiated.
15. Inappropriate use or abuse of a permit may result in the withdrawal of that permit.
16. Cheques should be made payable to Warwick District Council and not post dated.