



## Guidance Notes: Abbey Fields Resident Permit Application Form

Environmental &  
Operational Services  
Riverside House  
Milverton Hill,  
Leamington Spa,  
CV32 5QG

Under the Abbey Fields Resident Parking Scheme each property is entitled to apply for up to 2 Resident Parking Permits at a cost of £36.00 each. For further information regarding which properties are eligible to apply for a Residents Permit within the Abbey Fields car park, please see Abbey Fields Resident Car Park Scheme on our website [www.warwickdc.gov.uk/parking](http://www.warwickdc.gov.uk/parking) see Car Parks. The attached application form allows you to apply for either 1 or 2 Abbey Fields Resident Parking Permits in the same name. The permit allows the permit holder to park for 24 hours a day, 7 days a week within the car park.

If you wish to apply for a further Abbey Fields Resident Permit for the same property but you are not the named applicant on this form then you will need to complete a separate application form.

Abbey Fields Resident Permits are vehicle specific and may only be used within the vehicle displayed on the Permit within Abbey Fields Car Park. To apply for an Abbey Fields Resident Permit please complete all sections of the form - Parts 1 to 5. Please additionally tick whether you will be applying for one or two permits at the top of the application form.

### Part 1 - Residency Details

Please complete your full name and address details, including how long you have lived at the property, a daytime telephone number and an 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 season ticket.

### Part 2 - Proof of Residence

In order that we can issue you with a season ticket, we will require proof that you are an eligible resident. We will only accept a copy of one of the documents listed below; **documents provided must show the same 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 all Landlord(s) and Tenant(s) and witnessed by a Third Party
- 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(s) for which you wish to apply for the permit(s).

### Part 4 - Payment

Please enclose a cheque for the relevant amount, made payable to Warwick District Council, alternatively call 01926 456128 where payment can be made over the phone using a credit/debit card

### Part 5 - 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 season ticket will be delayed.

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

**Environmental & Operational Services 01926 456128**



**Environmental & Operational Services**  
**Riverside House, Milverton Hill,**  
**Leamington Spa,**  
**CV32 5QG**

For Official Use Only

Date Rec'd	
Permit N <sup>o</sup> (s)	

Please tick relevant box – Resident Permit 1   
 Resident Permit 2

<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>	Please supply <u>ONE COPY</u> of one the following listed below, which <b>MUST</b> show your Name & Address as in (Part 1).	
<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 all Tenant(s) &amp; Landlord(s) and be Witnessed)</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>		
<b>Resident Permit 1</b>	Registration N <sup>o</sup>	Make and Model
<b>Resident Permit 2</b>	Registration N <sup>o</sup>	Make and Model

<b>Part 4 - Payment</b>	I enclose a cheque payable to Warwick District Council for: £ <input style="width: 100px;" type="text"/>
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<b>Part 5 - 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.....

Please post your completed application form, documents and cheque to  
**Environmental & Operational Services, Riverside House, Milverton Hill, Leamington Spa,**  
**Warwickshire, CV32 5QG**

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 The permit remains the property of the Council and is not transferable.
- 2 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.
- 3 Vehicles must be parked in accordance with the car park regulations. Failure to do so may lead to the issue of a Penalty Charge Notice.
- 4 The permit must be fully, clearly and correctly displayed in the windscreen, preferably on the nearside of the vehicle. Failure to do so will render the permit holder liable to Penalty Charge in accordance with any Notice issued.
- 5 This permit entitles holders to park within Abbey Fields Car Park, 24 hours a day, 7 days a week including Bank Holidays. **They do not guarantee a space within the car park**
- 6 Resident Permits are not inter-changeable between vehicles, if you change your vehicle please complete a Season Ticket Amendment Form and return it with and your current permit and payment. A replacement permit will be issued to cover the remainder of the period for which the previous permit was valid. An administration charge of £7.00 will be made.
- 7 Should a permit be lost, a replacement can be issued at a cost of £7.00 (only 1 permit will be replaced in any 12 month period). Please complete a Season Ticket Amendment Form and return it with your payment.
- 8 A permit, which is surrendered, will only qualify for a pro rata refund where whole months are remaining. An administration charge of £7.00 will be made.
- 9 Vehicles over 3050kg unladen are not eligible for permits within the car park.
- 10 Failure to fully and clearly display a valid permit will result in a Penalty Charge Notice being issued to the registered vehicle owner
- 11 Inappropriate use or abuse of a permit may result in the withdrawal of that permit.
- 12 Cheques should be made payable to Warwick District Council and not post dated

Please note – any Penalty Charge Notice correctly issued will be enforced and the charge levied