

**12  
MONTH**

**RESIDENTS AND VISITORS  
PERMIT APPLICATION FORM**



**YOUR DETAILS - PROOF OF RESIDENCE REQUIRED - see reverse**

Full Name: Mr/Mrs/Ms/Miss/Dr/Other .....  
Address: .....  
.....  
..... Post Code: .....  
Telephone Number(s): Home: ..... Work: .....

**OFFICE USE ONLY**

Documents  
Verified

Date of Permit Issue

.....

**ANNUAL RESIDENT PERMIT DETAILS**

Area permit required for: .....

NB. Each permit can carry a maximum of 4 registration marks and can be issued.  
**ONLY ON PRODUCTION OF YOUR VEHICLE REGISTRATION DOCUMENT(S) AND PROOF OF RESIDENCE** (see reverse for details).

Registration Number(s): 1 ..... 2 ..... 3 ..... 4 .....

Make: 1 ..... 2 ..... 3 ..... 4 .....

Model/Colour: 1 ..... 2 ..... 3 ..... 4 .....

**A maximum of three annual resident permits in total are allowed per address\*.**

**\*NB. Restrictions apply in some areas and applicants will be advised.**

Annual Resident  
Permit Number

.....

Internal Ref Number

.....

**ANNUAL VISITOR PERMIT DETAILS**

Are you applying for an annual visitor permit?

Yes (see overleaf for charges)  No

**A maximum of one annual visitor permit is allowed per address\*.**

**\*NB. Restrictions apply in some areas and applicants will be advised.**

Annual Visitor  
Permit Number

.....

Internal Ref Number

.....

**METHOD OF PAYMENT**

CREDIT/DEBIT CARD\*  CASH\*  
 CHEQUE  POSTAL ORDER

Cheques and Postal Orders made payable to 'Peterborough City Council'.

**\*NB. Please do not send card or cash payments by post.**

Paid

Receipt Number

.....  
Code: E1600 30170

**RESIDENT PERMIT:** I understand and agree that the permit may only be used in the vehicle to which the permit has been issued. I undertake to ensure that it is correctly displayed at all times and that all conditions of the current Traffic Regulation Order are complied with.

**VISITOR PERMIT:** I understand and agree that the permit may only be used in a vehicle belonging to a visitor to me. I undertake to ensure that it is correctly displayed at all time during the visit and that all conditions of the current Traffic Regulation Order are complied with. I understand I may not use this permit in place of a resident's permit without the prior agreement of the Parking Manager.

Signature ..... Date .....

**WARNING: YOUR PERMIT MAY BE REVOKED IF CONDITIONS OF USE ARE NOT COMPLIED WITH**



The personal information that you provide on this form will be handled by Peterborough City Council in accordance with the Data Protection Act 1998. We do not pass on your details to any third party unless you give us permission or the Council is legally obliged to do so.

# Annual Resident/Visitor Parking Permit Application

Please complete and return with the appropriate charge and original documentation.  
Allow 3 working days for the production of this permit.

**Return in person or by post to:** Cash Office  
Bayard Place  
Peterborough PE1 1HZ

**Cash Office opening times 9am-2pm, Monday-Friday.**

## YOUR ENTITLEMENT & FEES

**ONE** annual resident permit for each vehicle registered at the property to a maximum of **THREE** per address\*.

Each permit costs **£19.00** per annum.

**ONE** permit can be issued for up to four vehicles (see conditions below).

**ONE** annual visitor permit is available to residents at a cost of **£19.00** per annum\*.

**\*NB. Restrictions apply in some areas and applicants will be advised.**

## ORIGINAL DOCUMENTATION REQUIRED

Proof of ownership of vehicle  VEHICLE REGISTRATION DOCUMENT\* - this **must** show the vehicle registered to the applicant at the address for which the application is made.

**\*NB. An annual resident permit will not normally be issued without sight of this document (see conditions below).**

Proof of residence from **1** of the following

- GAS OR ELECTRICITY BILL\*
- HOME TELEPHONE BILL\* (landline not mobile)
- WATER RATES BILL\*
- DRIVER'S LICENCE - not valid for annual visitor permit **UNLESS** purchased with an annual residents permit

**\*NB. All utility bills must be dated within 3 months of the date of the application.**

**OR**

Proof of residence from **2** of the following:

- COUNCIL TAX
- BANK STATEMENT
- DRIVER'S LICENCE
- CAR/HOME INSURANCE
- MOBILE PHONE BILL
- MORTGAGE/TENANCY COMPLETION LETTER

## CONDITIONS OF THE RESIDENTS PARKING SCHEME

- The permit allows residents to park their vehicle in a residents bay, in the street/area/zone where they live, which would otherwise be prohibited.
- The permit must be displayed on the windscreen of the vehicle and can only be used on the vehicle(s) with the registration number(s) shown on the permit.
- If more than one registration number is shown on the permit, then it is your responsibility to ensure that the permit is displayed in the vehicle that is parked in the resident's bay.
- The permit does not guarantee the availability of a parking space.
- Resident permits are valid in Craig Street and Dickens Street car parks from 5.00pm to 8.00am **ONLY**.
- If you change your vehicle a valid permit must still be displayed. A replacement will be issued on production of the new vehicle registration document which must show your name and address. Please retain your existing permit and exchange it for the new one on collection. There is a charge of £5 for this service (unless waived by the Parking Services Manager).
- Stolen permits will be replaced on production of a crime reference number from the Police. Lost or damaged permits will only be replaced on payment of a £25.00 administration charge.
- If you move away from the area you must return your permit(s) to the Cash Office at Bayard Place.
- If you do not own but keep a vehicle under your 'care and control' you must produce the registration documentation and a letter from the registered keeper stating that you have permanent use of the vehicle.
- If you use a vehicle belonging to your employer you must produce a confirmation letter on company headed stationery stating that you are entitled to use the vehicle for business purposes.
- It is your responsibility to ensure you have a valid permit – renewal/reminder letters will **not** be sent.

**All charges quoted were correct at the time this form was printed but are subject to change**