

6 MONTH	PETERBOROUGH CITY COUNCIL  RESIDENTS AND VISITORS PERMIT APPLICATION FORM	
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**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 Issue of permit**

.....

**Permit Number**

.....

**Internal Ref Number**

.....

**Permit Number**

.....

**Internal Ref Number**

.....

**Paid**

**Receipt Number**

.....

**Fee coded to E160030170**

**6 MONTH 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 6 MONTH resident permits in total are allowed per address\***

**6 MONTH VISITOR PERMIT DETAILS**

Are you applying for a visitor permit?

If YES, please tick

**A maximum of one 6 MONTH visitor permit is allowed per address \***

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

**METHOD OF PAYMENT**

CARD\*  CASH\*

CHEQUE  POSTAL ORDERS

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

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

**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**

	<p><i>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.</i></p>
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# 6 Months Resident/Visitor Parking Permit Application

Please complete the application form overleaf and return it with the appropriate charge and original documentation  
Please allow 3 working days for the production of this permit

1. In person or by post to: Cash Office  
Bayard Place  
Peterborough PE1 1HZ

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

## YOUR ENTITLEMENT

One **6 month** Resident Permit for each vehicle registered at the property to a maximum of **three** per address\*

Each resident permit costs £12.00 for 6 months

A maximum of one **6 month** visitor permit can be issued per address \*

The visitor permit costs £12.00 for 6 months

**\*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 A resident permit will not normally be issued without sight of this document (see conditions below)**

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

- GAS BILL\*  
 ELECTRICITY BILL\*  
 HOME TELEPHONE BILL\* (Land Line not mobile )  
 WATER RATES BILL\*  
 DRIVER'S LICENCE — Not valid for visitor 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 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

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