

Personal Callers:
 Gateway
 One Guildhall Square
 Southampton
 SO14 7FP

Postal Applications:
 City Parking & Patrol Services
 Southampton City Council
 PO Box 1098
 Southampton
 SO14 7WE
 Tel: 023 8083 3008



APPLICATION FOR ESSENTIAL VISITOR'S PARKING PERMIT

Please complete this application form if you wish to apply for an Essential Visitor's Parking Permit. Applications must be accompanied by the documents specified overleaf. A charge of £14.00 will be made to provide a duplicate permit in the event of the original being lost or damaged.

PART 1 PERSONAL DETAILS (BLOCK CAPITALS PLEASE)

(a) Mr/Mrs/Miss/Ms	(b) Forename	(c) Surname
(d) Address		
(e) Post code		
(f) Telephone No.		

PART 2 DECLARATION BY APPLICANT

(a) I hereby certify that my usual place of abode is as shown at 1(d), and that I will only issue the permit to drivers who are visiting me at this address to provide me with essential care.

(b) I undertake that I will surrender the permit to Southampton City Council, should I cease reside at the place of abode shown at 1 (d) or if the permit is no longer required.

(c) I understand that the permit remains the property of Southampton City and must be surrendered on request.

(d) I understand that the permit may only be used within a designated on street parking place within 200 metres of my place of abode, and it is the driver's responsibility to ensure that the permit is clearly displayed in the vehicle. Failure to do so may attract the issue of a Penalty Charge Notice.

(e) I declare that the information I have given in this application is correct.

Signature _____

Date _____

WARNING: Section 115 (2) of the Road Traffic Regulations Act 1984

Provides penalties for any person who makes a false statement to obtain a permit or with intent to deceive, forges, or alters, or uses, or lends to, or allows to be used, or has in their possession any document so closely resembling any such permit as to be calculated to deceive.

FOR OFFICE USE ONLY			
Zone		Quantity	
Permit No		Issued By	
Comments			

1

Who is entitled to an Essential Visitors Permit

A permit may be issued to an eligible resident in need of regular essential visits to provide care in the home

2

How does the scheme work?

The scheme is designed to make it easier for those providing regular care to you in your home to park their cars.

The permit will be issued to the person requiring care, the permit holder. This will normally be the person who completed the application form.

When the carer arrives the permit should be given to them so that they can display it in their car to obtain exemption from the parking restrictions. The permit must be removed from the car and returned to the holder at the end of the visit.

3

How many permits can I have?

Permits are normally restricted to one per applicant.

4

Where can my Essential Visitors Park?

The permit will allow your essential visitor's to park in any on-street designated parking places, such as pay and display bays, limited waiting bays and permit holder bays. The vehicle must be parked within 200 metres of the address of the permit holder.

The permit is not valid on a single yellow line, double yellow lines or in a disabled person's bay.

5

How do I apply for a permit?

You will need to complete the application form overleaf if you wish to apply for an Essential Visitor's Permit, and return it to us with the documents listed in section 6.

6

What documents do I need to obtain a permit?

You will need to present one of the following:

- a) Letter from your GP or a duly authorised officer of the Council, verifying the need for regular visits to provide care in your home **or**
- b) Copy of your Disabled Persons badge (Please do not send the original) **or**
- c) Suitable official written evidence that you are being attended by a personal assistant under the Self Operated Care Scheme, the Independent Living Fund, or equivalent **or**
- d) Evidence that you are being attended by a local authority carer **or**
- e) That you are in receipt of attendance allowance or the disability living allowance care component

You will also need to include one of the following:

Council Tax Book
Bank Statement
Child Benefit / Pension / DSS book
Public Utility Bill

The documents must show your name and address and be dated within the last three months

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Where do I apply for my permit?

Personal Callers:

Gateway
One Guildhall Square
Southampton SO14 7FP

Opening Hours:

Monday, Tuesday and Friday 8.30am to 5.30pm, Wednesday 9.30am to 5.30pm and Thursday 08.30am to 7.00pm

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Fair Processing Notice



Any information provided by you to Southampton City Council will be held in accordance with the Data Protection Act 1998.

The Council's nominated representative for the purposes of the Act is Mark Heath, Solicitor to the Council. If you have any questions relating to the use of your data, please contact Mark Heath (written enquires only) at the Civic Centre, SO14 7LY.

The information you have provided will be used for the purposes of parking management within the Southampton Area including:

- Processing and administering your parking permit
- Processing Penalty Charge Notices and collecting debt in relation to those Notices
- Preventing and detecting fraud in relation to parking permit applications

Your information will not otherwise be shared with external third parties unless we obtain your permission to do so, or are required to do so under a legal duty.

This council is under a duty to protect the public 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 including the Audit Commission.

As part of the National Fraud Initiative the Audit Commission requires this Council to provide specific sets of data to the Audit Commission.

For further details please look at <http://www.audit-commission.gov.uk/nfi/>