

Postal Applications:

City Parking and Patrol Services
 Southampton City Council
 PO Box 1098
 Southampton. SO14 7WE

Telephone: 023 8083 3008

FOR OFFICE USE ONLY

Application No
Permit No
Docs Seen
Payment Rec'd
Issued By
Reg Keeper Con't

**APPLICATION FOR RESIDENT'S PARKING PERMIT
 Zone 20 – Kingsland Estate**

Please carefully read the guidance notes overleaf before completing this form.

1. TYPES OF PERMITS AND COSTS (Please tick the relevant boxes.)

The cost of a 12 months permit is £150.00

I wish to apply for a 12 months permit and enclose payment of £150.00

I wish to pay 6 monthly for my permit and enclose my first payment of £75.00

Student Application

If you are unable to provide the documentation required to obtain a full permit you may apply for a Temporary Resident's Permit

I wish to apply for a 1 month Temporary Resident's Permit and enclose payment of £12.50

Date from which permit is required: 1/ / (Permits will be dated from the 1st of the month)

2. DETAILS OF APPLICANT (BLOCK CAPITALS PLEASE)

(a) Mr/Mrs/Ms/Miss (b) Forename (c) Surname

(d) Address

(e) Telephone No

ADDITIONAL DETAILS (STUDENT APPLICANTS ONLY)

If you permanent address is different from that given above please provide details below.

3. DETAILS OF VEHICLE (BLOCK CAPITALS PLEASE)

(a) Registration No.	(b) Colour
(c) Make	(d) Model
(e) Does the weight of the vehicle exceed 3.5 tonnes?	
(f) Does the length of the vehicle exceed 5 metres?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(g) Is the vehicle constructed to carry more than 9 people? (If you answer Yes to any of these questions please refer to guidance notes overleaf.)	
(h) Are you the registered keeper of this vehicle? <input type="checkbox"/> Yes <input type="checkbox"/> No If 'No' please complete section (i)	
(i) Name and address of registered keeper	

IMPORTANT: Please read the following guidance notes carefully. Your application may be delayed if the form is not correctly completed or if you fail to provide copies of the documents detailed below.

6 or 12 Months Residents Permit: To obtain a 6 or 12 months permit you will need a proof of residence in your name, dated within last three months, and a copy of the Vehicle Registration Document V5 (V5C) which must also be in your name and show the address for which you are applying for the permit, unless:

- You are the driver of a vehicle provided by your employer. (See Company Vehicle notes below.)

Company Vehicles: If you are using a company or lease vehicle you will need to provide a letter of authorisation from your employer, on company headed paper, confirming that you are the main driver of the vehicle. This letter must also give details of the vehicle make, model, colour and registration mark. You are not required to show a copy of the V5 (V5C) vehicle registration document.

Student Applications: If you are a student using a vehicle of which you are not the registered keeper/owner and wish to apply for either a 6 months or 12 months permit you will need to provide a letter of authorisation from the registered keeper/owner. A legible photocopy of the vehicle registration document V5 (V5C) must accompany the letter of authorisation. A letter of acknowledgement will be sent to the registered keeper/owner of the vehicle confirming that a permit has been issued.

Please do not send original documents through the post! Copies of documents should be sent with applications, except for company letters that must be the originals and will be retained for our records.

Proof of Residence: (examples) Bank Statement, Council Tax Document, Utility Bill or Official Letter (Must be in applicants name and dated within last three months)

Proof of Vehicle: (examples) Vehicle Registration Document V5 (V5C) Vehicle Bill of Sale, Motor Vehicle Insurance policy or Cover Note for vehicle on application.

Permits will not be issued to a vehicle with a maximum gross weight exceeding 3.5 tonnes, if it is more than 5 metres in length or is constructed to carry more than 8 seated passengers, excluding the driver. Trailers, caravans and motorcycles may not be parked in permit holder parking bays.

One Month Temporary Permit: If you are unable to produce all the documents requested, a temporary permit valid for a month may be issued on production of a valid Certificate of Motor Insurance or Cover Note. **Only one of these permits will be issued.**

Continued.....

Charges for Permits:

One Resident's Parking Permit is available per postal address. (If in the Council's opinion there are exceptional circumstances, it may in its absolute discretion issue a maximum of two residents' permits per postal address).

The charge for a 12 months permit will be £150.00 and £12.50 for a 1 month temporary permit.

How to Pay:

- By post by sending this form to City Parking and Patrol Services, PO Box 1098, Southampton SO14 7WE.
Payments by cheque or postal order only, do not send cash through the post. Please attach your payment to the application, cheques/postal orders should be payable to Southampton City Council.

If you wish to make payment by cash or credit/debit card, please make sure that you provide a daytime telephone number and we will contact you. "Please note if you choose to pay by credit card a 2.5% surcharge may be added to the transaction".

Surrendered Permits: When a permit is surrendered to the Council a refund of £12.00 shall be made in respect of each complete unexpired month.

Lost Permits: An administration charge of £10.00 will be made to replace a lost/damaged permit.

4. DECLARATION BY APPLICANT

- I hereby certify that my usual place of abode is at the address shown at 2(d).
- I undertake that, if I cease to reside at the address shown at 2(d), or cease to keep or use the vehicle the registration number of which is shown at 3(a), I will surrender my Resident's Parking Permit to Southampton City Council.
- I understand that the permit is only valid within a marked parking bay in the Kingsland car park and in no other car park or parking place. If you are unsure of where to park, please contact us for assistance.
- I accept that it is my responsibility to ensure that I have a valid Resident's Parking Permit displayed on my vehicle at all times so it is clearly visible through the windscreen, otherwise I may become liable to a Penalty Charge Notice.
- I understand that the Council may, by notice in writing, withdraw the permit.
- I confirm that I have read and understand the guidance notes above.
- I confirm the information provided 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 parking 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.

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/>