

Personal Callers:
Gateway
One Guildhall Square
Southampton
SO14 7FP

Postal Applications:
City Parking & 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 17 – Golden Grove & Zone 18 Rockstone Place**

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

1. TYPE OF PERMIT REQUIRED (You may tick more than one box if applicable.)

- Temporary Resident's Permit 1 month 3 months
- 12 months Resident's Permit (for which a charge of £60.00 will be made)
- Student Application

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)

If your permanent address is different from that given in 2 (d) above, please provide details here:

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?

Yes No

(g) Is the vehicle constructed to carry more than 9 persons?

(If you answer Yes to any of these questions please refer to guidance notes below)

(h) Are you the registered keeper of this vehicle? Yes No If 'No' please complete section (i)

(i) Name and address of registered keeper

Telephone No:

IMPORTANT INFORMATION AND GUIDANCE NOTES

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

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.**

Three Month Temporary Permit: This permit may be issued on production of one proof of residence in your name, dated within last three months and one Proof of Ownership of Vehicle (Normally issued whilst awaiting return of vehicle registration document from the DVLA following change of keeper/ address details.) **Only one of these permits will be issued.**

12 Months Residents Permit: To obtain a 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)
- You are a student and are **not** the Registered Keeper (see Student Application 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 Applicants: If you are a student using a vehicle, **but are not the registered owner/keeper,** and wish to apply for a 12 months Resident's Permit you will also need to provide a letter from the registered keeper, authorising you to use the vehicle. 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 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. **(A permit will not be issued to a vehicle if the maximum gross weight exceeds 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)**

Continued.....

How to Pay:

- By post by sending this form to City Parking & 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 form, cheques/postal orders should be payable to Southampton City Council.
- In person at Gateway which is situated at One Guildhall Square.

Opening Hours:

Monday, Tuesday and Friday 8.30 am – 5.30 pm

Wednesday 9.30 am – 5.30 pm

Thursday 8.30 am – 7.00 pm

Gateway is closed on all statutory Bank Holidays.

“Please note if you choose to pay by credit card then a 2.5% surcharge may be added to the transaction”.

Surrendered Permits: A refund of £5.00 for every complete unused month may be made upon surrender of 12 months resident’s permits, for which payment was originally made to the Council.

Lost Permits: An administration charge of £12.00 will be made to replace a lost/damaged permit.

4. DECLARATION BY APPLICANT

- (a) I hereby certify that my usual place of residence is at the address given on this form
- (b) I further certify that I do not have off street parking facilities at the address shown as my place of residence. (Applicable to zones 1,2,3,4,5,8 and 16 only)
- (c) I undertake to return the Resident’s Parking Permit to Southampton City Council if I cease to reside at the place of residence given on the form or should I no longer own or keep the vehicle for which a permit has been issued.
- (d) I understand that the permit is only valid within a marked resident’s parking bay, within the zone shown on the permit. (Please contact us for assistance if you are unsure of where and how to use the permit)
- (e) 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, otherwise I will become liable to a Penalty Charge Notice.
- (f) I understand that it is my responsibility to apply for the renewal of the permit.
- (g) I acknowledge that a permit may be withdrawn if the conditions of issue are contravened or should Southampton City Council have reasonable grounds to believe it is being misused. The information provided on this form is true and accurate to the best of my knowledge and belief, and I accept that if I have stated anything which I know to be false, or believe not to be true, I shall be liable to prosecution and any permit issued may be withdrawn

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.

PARK CORRECTLY

Don't get a Penalty Charge Notice!

WHERE CAN I USE MY PERMIT?

For example, signs like these indicate that permit parking is permitted.



Times and days may vary
ALWAYS READ THE SIGNS



Your permit is only valid in the zone to which it was issued and must be clearly displayed on the windscreen of your vehicle, failure to do so may result in the issue of a Penalty Charge Notice.

PLACES WHERE PERMITS MAY NOT BE USED

For example, signs and lines like these indicate that permit parking is not permitted

Yellow lines can only give a guide to the restrictions and controls in force and signs, nearby or at a zone entry, must be consulted.

Times and days may vary
ALWAYS READ THE SIGNS

Mon - Sat
8am - 6pm

Time Plate
Or

Controlled ZONE

Mon - Sat
8am - 6pm

Zone Entry Sign

Single Yellow line

Mon - Sat
8am - 6pm
2 hours

No return
within 2 hours

Limited Waiting
Times and days may vary
ALWAYS READ THE SIGN

At any time

No waiting At any time
(N.B. The above plate At any time are no longer legally required)

Double Yellow Lines

**Pay here
at meter
Display
ticket**

Pay at meter Display ticket

→

**Signs may also be worded
pay at machine**

Pay & Display

Vehicles left in contravention of these Traffic Regulations are liable to incur a Penalty Charge Notice. This applies even if you reside in a street where these regulations are in force

Further information about parking permits and a list of streets within your zone can be obtained from City Parking & Patrol Services, PO Box 1098, Southampton, SO14 7WE or by calling City Parking & Patrol Services on 023 8083 3008

This information leaflet was produced by City Parking & Patrol Services, Southampton City Council, and is provided only as a guide. You must always consult signs in the area in which your vehicle is parked.

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. Further

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