

Personal Callers:
Gateway
One Guildhall Square
Southampton
SO14 7FP
Fax No. 023 8083 4349

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



APPLICATION FOR VISITORS' PARKING PERMITS FOR ZONES 13, 14, 15

Please complete if you wish to apply for Visitors' permits (scratch cards) for Zones 13, 14 and 15. Visitors' permits (scratch cards) are limited and the maximum number that will be issued to an address in any 12 month period (from the date of issue) is 20 permits for which there is no charge. Please refer to the guidance notes overleaf for details of the additional documents you will need to present with this form.

PART 1 Personal Details (BLOCK CAPITALS PLEASE)

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

(d) Address

(e) Post Code

(f) Telephone No: (g) Mobile No.

PART 2 Declaration by Applicant. PLEASE READ CAREFULLY BEFORE SIGNING

- a. I hereby certify that my usual place of abode is as shown at 1(d). I understand that the permits are only to be used to enable my visitors to park a vehicle whilst visiting me and for no other reason. I understand that the permits may not be used by occupants of the household for parking vehicles for their own use or for any other purpose. I also understand that they are not to be used as an alternative to obtaining a residents permit.
- b. I undertake that, if I cease to reside at the address specified at 1(d) I will surrender the Visitors' permits to Southampton City Council
- c. I understand that the permits are only valid within the zone shown and if the vehicle on which they are displayed is parked within a parking bay designated for use by permit holders.
- d. I understand that the permits need to be correctly completed and validated and that each Visitor's permit may only be used once. I further understand that the permit must be displayed on the dashboard so that it is clearly and entirely visible when viewed from the front of vehicle.
- e. I acknowledge that a permit may be withdrawn if the conditions of issue are contravened or should Southampton City Council have reasonable grounds to believe it is being misused.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which I know to be false, or believe not to be true, I shall be liable to prosecution and any permit issued may be withdrawn.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 _____

FAILURE TO COMPLY WITH ANY OF THE ABOVE REQUIREMENTS MAY ATTRACT THE ISSUE OF A PENALTY CHARGE NOTICE.

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.

FOR OFFICE USE ONLY

Application No	
Permit No	
Zone No	
Quantity	
Documents shown	
Permit Start No	
Permit Finish No	
Issued by	

GUIDANCE NOTES: About your application (PLEASE READ CAREFULLY)

Proof of Residence:

All applications for Visitors' permits **must** be accompanied by a dated proof of residence. This proof of residence must be dated within three month of the date of your application and show your current name and address in Southampton. This should be the same as that shown on the front of this application form.

Failure to supply copies of relevant documentation at the time of the application will mean that Southampton City Council will **NOT** be able to issue you with your Visitors' permits until such documentation is received.

Do not send original documents through the post, please photocopy them as we cannot guarantee their safe arrival and return. We will ensure that your application is processed as quickly as possible.

Documents that are acceptable:

- Dated bank correspondence
- Building society statement / letter
- Council tax correspondence
- Council / Housing association rent books
- Utility bill (electric, gas, telephone, water rates)
- Credit card correspondence
- Catalogue statements
- DSS books / letters
- Solicitors completion letter
- Tenancy agreement from letting agency (Cryers, Mews etc.)

Restrictions on use of permits

A Visitor's permit may be displayed on a passenger vehicle adapted to carry not more than 8 passengers, excluding the driver, which is no more than 5 metres in length and is not drawing a trailer. On a goods vehicle not exceeding 3.5 tonnes gross weight, which is no more than 5 metres in length and is not drawing a trailer. On a motorcycle with fewer than 3 wheels and an unladen weight not exceeding 410 kilograms.

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/>