

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 (SCRATCH CARDS) AND/OR AN ANNUAL VISITOR'S PERMIT FOR ZONES 1-12 & 16

Please complete if you wish to apply for Visitors' permits (scratch cards) and/or an Annual Visitor's Permit for Zones 1-12 & 16.

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 60 permits (6 books of 10 permits). Residents may apply for any number of books to a maximum of 6 per residential property. **A charge of £6.00 for each booklet of 10 permits is applicable.**

An Annual Visitor's permit is limited to one per residential property in any 12 month period (from the date of issue) **A charge of £30.00 per annum applies.** The permit may only be used for parking vehicles within a distance of 250m of the permit holding household. The permit may only be used for a maximum stay of 8 hours including limited waiting periods, if the stay is longer than 8 hours, scratch card visitors' permits should be used. For visits of more than six consecutive days, applicants should notify the Council in writing of this requirement, confirming that the permit is only being used for the purpose of visiting the household. The issue and re-issue of Annual Visitor Permits may be limited in Zones where there is a shortage of available on-street parking for residents. **(Please note: both the Annual Visitor's Permit and Scratch Card Visitors' Permits will only be issued to one applicant.)**

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.

Please indicate the amount of books that you require at £6.00 for each booklet of 10 (scratch cards)

Please tick if you require an Annual Visitor's permit at £30.00 per annum

Please tick if it is your intention for your visitor to use the Annual Visitor's Permit for more than six consecutive days. **Please refer to Guidance Notes on page 3**

PLEASE REFER TO THE GUIDANCE NOTES ON PAGE 3 BEFORE YOU COMPLETE THIS FORM, ABOUT THE DIFFERENT TYPES OF VISITORS' PERMITS AVAILABLE AND FOR DETAILS OF THE ADDITIONAL DOCUMENTS YOU WILL NEED TO PRESENT WITH THIS FORM.

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 permits are only valid within the zone shown and if vehicles on which they are displayed are parked within a parking bay designated for use by permit holders.
- d. I understand that the Visitors' permits (scratch cards) need to be correctly completed and validated and that each Visitor's permit may only be used once. I further understand that the permits must be displayed on the dashboard so that they are clearly and entirely visible when viewed from the outside of the vehicle.
- e. I understand that the Annual Visitor's Permit may only be used for parking vehicles within a distance of 250m of the permit holding household. I further understand that the permit must be displayed so that it is clearly and entirely visible when viewed from the outside of the vehicle.
- f. I understand that the Annual Visitor's Permit may only be used for a maximum stay of 8 hours including limited waiting periods, if the stay is longer than 8 hours, scratch card visitors permits should be used.
- 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 and/or payment for the permit has not been cleared. 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/Street	
Quantity	
Documents shown	
Permit No start	
Permit No finish	
Receipt No	
Amount Paid	
Cheq/PO/cash/card	
Issued by	

GUIDANCE NOTES: About your application (PLEASE READ CAREFULLY)

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 60 permits (6 books of 10 permits). Residents may apply for any number of books to a maximum of 6 per residential property. **A charge of £6.00 for each booklet of 10 permits is applicable.**

ANNUAL VISITOR'S PERMIT. An Annual Visitor's permit is limited to one per residential property in any 12 month period (from the date of issue). **A charge of £30.00 per annum applies.** The permit may only be used for parking vehicles within a distance of 250m of the permit holding household. The permit may only be used for a maximum stay of 8 hours including limited waiting periods, if the stay is longer than 8 hours, scratch card visitors' permits should be used. For visits of more than six consecutive days, applicants should notify the Council in writing (to the address at the top of this form or by e-mailing parking.services@southampton.gov.uk) of this requirement, confirming that the permit is only being used for the purpose of visiting the household. The issue and re-issue of Annual Visitor Permits may be limited in Zones where there is a shortage of available on-street parking for residents. (Please note: both the Annual Visitor's Permit and Scratch Card Visitors' Permits will only be issued to one applicant.)

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 Visitor's 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

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.

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 form, cheque/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 8.30pm – 5.30pm

Wednesday 9.30am – 5.30pm

Thursday 8.30am – 7.00pm

Gateway is closed on all statutory Bank Holidays.

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

Surrendered Permits: A refund of £2.50 for every complete unexpired calendar month may be made upon surrender of an Annual Visitor’s Permit, for which payment was originally made to the Council. However if in the Council’s view the permit is being misused, the applicant will be advised of its cancellation and in these circumstances a refund will **not** apply.

Lost Permits: An administration charge of £14.00 will be made to replace a lost/damaged permit

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/>