

Application Pack

Essential Visitor's Parking Permit

For residents in a Residents' Permit zone for use by their carers whilst providing care in the home.

Please note: Please read in conjunction with the relevant guidance on using the Permit

By signing the declaration on the application form you are confirming that you have read, retained and will comply with these terms and conditions governing the use of Essential Visitors' Permits. Failure to provide the correct documents or enclose a payment if applicable will delay your application.

Terms and conditions for obtaining Essential Visitors' Permits

Where do I apply?

By post:

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

Payments by cheque or postal order only payable to 'Southampton City Council' and attached to the application form.

Do not send cash through the post.

WARNING:

Section 115 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.

In person and by appointment only:

To book your appointment, call 023 8083 2005

Address:

Gateway
One Guildhall Square
Southampton, SO14 7FP

Opening Hours:

Monday to Friday
9.30am – 4.30pm (last appointment 3:30pm)

Gateway is closed on all statutory Bank Holidays.

How much do Permits cost?

Our prices are listed on the application form.

- **Lost Permits:** An administration charge will be made to replace a lost/damaged Permit

Application for Essential Visitor's Permit



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 and are normally restricted to one per applicant.

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 returned to the holder upon completion of their visit.

Where can I park?

The Permit will allow your essential visitor 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 250 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.

Proof documents

You will need to present one of the following:

- Letter from your GP or a duly authorised officer of the Council, verifying the need for regular visits to provide care in your home
- Copy of your Disabled Persons badge
Do not send the original
- 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
- Evidence that you are being attended by a local authority carer
- Evidence 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 Bill
- 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

Fair Processing Notice

Southampton City Council is collecting this information in order to perform this service or function, and if further information is needed in order to do so, you may be contacted using the details provided.

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

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

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.

More detailed information about the Council's handling of your personal data can be found in its privacy policy, available online at southampton.gov.uk/privacy, or on request.

Further information

Further information can be found on our website at southampton.gov.uk/medicalparkingpermit

If you have any questions or need to get in touch, you can find our contact details at southampton.gov.uk/contactparking

Application for Essential Visitor's Permit



1. Details of Applicant – PLEASE COMPLETE IN BLOCK CAPITALS

- (a) Mr/Mrs/ Ms/Miss _____
- (b) Forename _____ (c) Surname _____
- (d) Address _____

- (e) Postcode _____ (f) Telephone No _____
- (g) Email address _____

5. Declaration by Applicant - PLEASE READ CAREFULLY BEFORE SIGNING

- a) I hereby certify that my usual place of abode is as shown at Section 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 Section 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.

Please tick to indicate that by signing this form you have read, retained and will abide by the Terms and Conditions in the application pack governing use of Essential Visitors' Permits as stated.

Signature _____ Date _____

Failure to comply with the terms of use for Permits may attract the issue of a Penalty Charge Notice.

Please do not send original documents through the post!
Copies of documents should be sent with applications, except for company letters which must be the originals.

OFFICE USE ONLY			
Zone		Quantity	
Permit number		Issued by	
Comments			