

# PARKING PERMIT APPLICATION



**PLEASE READ THE GUIDANCE NOTES, TERMS AND CONDITIONS BEFORE COMPLETING THIS FORM**

Please complete all sections of this form **IN BLOCK CAPITALS**, in black ink and ensure that all the correct documentation is enclosed before the application is submitted (See guidance overleaf)

N.B. Incorrect or incomplete applications will **NOT** be processed and your application will be returned and the issue of your permit may be delayed.

**Details of Applicant (all criteria below is mandatory, Inc. Telephone & Email)**

Forename

Surname

Address

Post Code

Contact telephone number(s)

Email

**Vehicle Details**

Registration

Make / Model

Registration

Make / Model

Registration

Make / Model

Which type of permit do you want? \* (See Permit Guidance overleaf or via the County Council's website)

<b>Resident's permit</b>		<b>Visitor's permit</b>	
<b>Business permit</b>		<b>Business visitors Permit</b>	

**Residents:** You can apply for vehicle permit(s) and an annual supply of 60 days' worth of visitor permits.

**Businesses:** You can apply for ONE Business vehicle Permit and an annual allocation of 60 days' worth of Visitor Permits. **Parking Zone C Excluded.**

**Before submitting your application, please check that you have enclosed the following:**

- The completed application form
- Proof of address I.E Council Tax, Utility Bill
- Proof of vehicle ownership / details (V5 Registration Document OR insurance Schedule)

**DECLARATION**

I certify that I live at the declared address and that the details given are true. I also certify that I have read and agree to be bound by the terms and conditions (as stated overleaf). I accept and understand that any permit maybe revoked and invalidated if I have misrepresented the facts or provided false information.

Signed.....Date .....

To enable us to send permits you need to provide one or more of the following:-

**\*A completed application form** (*All cases*)

**\*Proof of Residency** – e.g. A current Council Tax, Utility Bill, Tenancy Agreement. This information should clearly indicate your name and address of the property which you are applying for. **For Zone C Permits, we will only accept current Council Tax as proof of residency** (*Residents Vehicle & Visitor Permits*).

**\*For each vehicle proof that vehicle is registered to the property.** - I.e. The full computerised V5 document (Log Book) or Vehicle insurance documents (*Resident Vehicle Permits*)

V5 or Insurance documents must show vehicle details, your name and property address being applied for.

**For company vehicles** – Company vehicle permits are only for those who are required to use a vehicle as an essential duty under the terms and conditions of their employment contract. A letter from the company with their logo on it will be accepted in lieu of a registration or insurance document. This must detail the employee / resident's name, address and details of the vehicle(s) they are permitted to drive. (*Resident Vehicle Permits*)

**For Business permits** - Proof of Business – I.e Business Rates. This information should clearly indicate the business name and address of the property which you are applying for.

Where possible we would ask you not to send original documents, please send copies only. If you are sending original documents, please stipulate that you would like them to be returned. All permit documentation is securely disposed of, once your application has been processed.

Please send your application by post or email and once the required documentation is received we will issue permits to you accordingly.

Information can either be emailed to [parkingpermits.carlisle@cumbria.gov.uk](mailto:parkingpermits.carlisle@cumbria.gov.uk) or copies posted to **Parking Services, Cumbria County Council, PO Box 415, Carlisle, CA1 9GU.**

Please do not attend in person as our reception staff will be unable to process permit applications

For details of our privacy policy please visit [www.cumbria.gov.uk/parking](http://www.cumbria.gov.uk/parking)

## **TERMS & CONDITIONS**

1. The applicant must reside at the property described on the application form.
2. The property must be within an area subject to limited waiting restrictions where a residential exemption applies and is signed as such. A permit will be issued according to the parking zone you live in.
3. Your resident parking permit only entitles you to park in the zone for which the permit is issued.  
The Council cannot guarantee a parking space will always be available to you.
4. You need a separate permit for each vehicle. The permit is only valid for the registration number on the permit.
5. You must ensure that your permit is valid and clearly displayed on your windscreen at all times.
6. Permits are not transferrable when you move out of the property or changing a vehicle. All permits must be returned to Cumbria County Council when changing address or vehicle.
7. Permits must not be altered, overwritten or defaced in any way and cannot be electronically copied or reproduced.  
Permits are only valid if they are issued by Cumbria County Council.
8. It is your responsibility to apply for new permit within one month prior to the expiry date. Reminders will not be issued. All permits are valid from one year from the date of issue.
9. It is your responsibility to ensure that your vehicle is legally parked at all times. You must not park on yellow lines or in parking bays reserved for specific users. This will result in enforcement action being taken.
10. Failure to comply with the terms and conditions of use will result in the cancellation of the permit(s).
11. Permits will be revoked if the user is abusive to any authorised officers.