

PARKING PERMIT APPLICATION



**Westmorland
& Furness
Council**

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

Postcode

Contact telephone number(s)

Email

If you live in a Residents Parking Zone, you can apply for a Resident Permit, which is vehicle specific, and/or a Visitor's Permit which can be used on a second vehicle or any other vehicle visiting your property. Each property is allowed up to two permits. If you do not require a vehicle specific permit you are still eligible for a Visitor's Permit.

Which type of permit do you apply for? Please indicate with an X in the appropriate box.

* (See Guidance overleaf)

Resident's Permit	
Please provide:	
Completed application form;	
Proof of Residency*;	
Details of Vehicle Make/Model	
.....	
Registration Number	
.....	
Proof of vehicle ownership*	

Visitor's Permit	
Please provide:	
Completed application form;	
Proof of Residency*.	

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 process your application you need to provide the following:

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

***Proof of Residency** (All cases) – e.g. A current Council Tax, Utility Bill, Tenancy Agreement. This information should clearly indicate the name and address of the property which you are applying for.

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

Please note we are unable to accept handwritten V5 new keeper supplements. V5 or Insurance documents must show vehicle details, your name and property address being applied for. Therefore both the insurance schedule or covering letter together with the certificate may need to be provided.

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 parking.southlakeland@westmorlandandfurness.gov.uk or copies posted to **Parking Services, Westmorland and Furness Council, PO Box 304, Kendal, LA9 9GY.**

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

For details of our privacy policy please visit www.westmorlandandfurness.gov.uk/parking

TERMS & CONDITIONS

1. The applicant must permanently 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's Permit only entitles you to park in the zone for which the permit is issued. The Council cannot guarantee a parking space will be available to you.
4. The Resident's Permit is only valid for the registration number on the Permit. You need a separate Permit for each vehicle parked in the parking zone.
5. The vehicle displaying the Permit must not exceed 5.00 metres in length or 2.28 metres in height.
6. You must ensure that your Permit is valid and clearly always displayed in the front windscreen of the vehicle.
7. Permits are only valid if they are issued by Westmorland and Furness Council.
8. Permits are the property of Westmorland And Furness Council. Permits must not be altered, overwritten or defaced in any way and under no circumstances must **not** be electronically copied or reproduced.
9. It is your responsibility to apply for a new Permit at least one month prior to the expiry date of the current Permit to allow for re-issue. Reminders will not be sent.
10. It is your responsibility to ensure that your vehicle is always legally parked. You must not park on yellow lines or in parking bays reserved for specific users. Doing so may result in enforcement action being taken.
11. Permits are not transferrable when you change a vehicle and / or move from the property. In the event of a change of vehicle or address, a new application must be made and permits no longer required must be returned to Westmorland and Furness Council.
12. Failure to comply with the terms and conditions of use will result in the cancellation of the Permit(s).
13. Permits will be revoked if the user is abusive to any authorised officers.