



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 V5 document (Log Book) or vehicle insurance documents

Please note we are unable to accept hand written V5 new keeper supplements. The V5 (Log Book) or insurance documents must show your name and address and vehicle details. Therefore both the insurance schedule or covering letter together with the certificate may need to be provided.

**\*For company vehicles** (Resident's Permits)- 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.

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

Information can either be e-mailed to [parkingpermits.west@cumbria.gov.uk](mailto:parkingpermits.west@cumbria.gov.uk) or posted to:

**Parking Services, Cumbria County Council, PO Box 96, Workington, CA14 9BR.**

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

## **TERMS & CONDITIONS**

1. Permits are only valid if they are issued by Cumbria County Council.
2. The applicant must reside at the property described on the application form.
3. 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
4. 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.
5. 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.
6. You must ensure that your Permit is valid and clearly displayed on the windscreen of each vehicle parked at all times.
7. Permits must not be altered, overwritten or defaced in any way and cannot be electronically copied or reproduced.
8. 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.
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. Doing so may 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 are not transferrable when you move from the property. In the event of a change of vehicle or address, a new application must be made.
12. All Permits must be returned to Cumbria County Council when moving out of the property.
13. The vehicle displaying the Permit must not exceed 5.00 metres in length or 2.28 metres in height.