

PARKING PERMIT APPLICATION



PLEASE READ THE GUIDANCE NOTES 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.

If the form is incorrectly or partially completed, or if the correct documentation is not attached, your application will be returned and the issue of your permit may be delayed.

Details of Applicant

Title Forename Surname

Address

Contact telephone number(s)

Email

If you live in a Residents Parking Zone, you can apply for a permit for your vehicle and an annual allocation of 60 days' worth of visitor's permits. If you do not require a vehicle specific permit you are still eligible for visitor's permits.

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

*(See Guidance overleaf)

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

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

Temporary Permit	
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DECLARATION

I certify that I have read the conditions of issue and that the details given are true. I understand and accept that any permit issued to me may be revoked and invalidated if I have misrepresented the facts or provided false information

Signed.....Date

To enable us to process your application you will need to provide the following:

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

***Proof of Residency** (All cases) – i.e. A current Council Tax Bill. 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 Annual Permit) - i.e. The V5 document (Log Book).

For company vehicles (Resident's Annual Permit) – A letter from the company with their logo on it will be accepted in lieu of a registration document. This must detail the employee / resident's name, address and details of the vehicle(s) they are permitted to drive.

Temporary Permits are issued for a period of 1 month to new residents or while a vehicle owner is waiting for documentation on purchase of a replacement vehicle.

Please send your application by post or email 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 emailed to parkingpermits.barrow@cumbria.gov.uk or copies posted to

Parking Permits, Cumbria County Council, Barrow Library, Ramsden Square, Barrow in Furness, Cumbria, LA14 1LL

For details of our privacy policy please visit 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. Only 1 resident annual permit will be issued where only 1 individual is registered as residing at a property.
6. You must ensure that your permit is valid and clearly displayed on your windscreen at all times.
7. 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. If you are no longer the keeper of the vehicle or move from the property for which the permit is issued you must return the permit to Cumbria County Council.
8. 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.
9. Reminders will not be issued. It is your responsibility to apply for new permit.
10. 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.
11. Failure to comply with the terms and conditions of use will result in the cancellation of the permit(s).