



## Introduction

Parking Services transferred from District Councils to Cumbria County Council in 2015.

Parking permits are issued in accordance with the terms of the Council's Traffic Regulation Order (TRO) which is a legal document that creates local traffic rules that requires road users to obey certain conditions and provides the framework for the residential parking permit scheme. This legislation applies to all and subject to correct application each eligible property is entitled to one registration specific vehicle permit and one visitor permit which can be used in any vehicle of choice. Upon issue it will be the responsibility of the resident to ensure that any visitor borrowing the permit returns it. If for whatever reason, a visitor permit is lost or misplaced, it will not be replaced until renewal time the following year.

Cumbria County Council vehicle and visitor permits are round and yellow in colour. They are valid for one year only and it will be your responsibility to renew them the following year. No reminders will be sent.

Once your details are on the Council's permit system there is no need to resubmit an application (unless you move to a different address) and so we would refer you to the guidance detailed below and the permit terms and conditions indicated on the application form and the reverse of the permit.

The rules are the same regardless of which zone a person lives in and so the onus is on the resident to apply and provide the correct information.

Meanwhile, enforcement takes place within all resident disc parking zones / limited waiting areas and so to obtain an exemption from the time restrictions a valid permit must be placed on clear display at all times. In the absence of a valid permit, drivers are expected to abide by the parking rules and waiting restrictions.

## New Applicants

1. To obtain a resident's vehicle & visitor permit, you need to provide all three pieces of information:-

- 1. Completed residents application form**

The application form is a generic one and so in all cases personal and contact details must be completed and the permits required ticked.

- 2. Proof of Residency**

Proof of Residency must show the applicant(s) name and the address of the property being applied for. Examples such as a Council Tax bill, Utility Bill, Solicitors letter, Mortgage letter, Tenancy Agreement, Bank statement, telephone bill.

- 2. Proof that the vehicle is registered to the property**

We will only accept - The V5 document (Log Book) OR Vehicle insurance documents.

This information should clearly indicate the vehicle registration number and your name and address of the property which you are applying 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 and thus are subject to car tax as a benefit in kind under HMRC rules. It is not designed to provide parking exemptions for employees who simply take a vehicle home overnight so in these circumstances you may need to leave / collect the vehicle from the company's depot.

To obtain a permit for a company vehicle you will need to present a case in writing fully detailing your situation and provide documentary evidence, eg a letter / copy of employment contract, P11D form or a letter from the company insurance provider confirming that the vehicle is kept at your address overnight. (*Resident Vehicle Permits*)

## Visitor Permits

2. Each property is entitled to a visitor permit which can be used in any vehicle of choice. Upon issue it will be the responsibility of the resident to ensure that any visitor borrowing the permit returns it. A visitor permit must only be used by legitimate visitors or by the resident to whom the permit has been issued. If for whatever reason, a visitor permit is lost or misplaced, it will not be replaced until renewal time the following year.

To apply only for a visitor permit - Please follow steps 1 & 2 and ignore the vehicle details section.

### 1. A completed resident's application form

The application form is a generic one and so in all cases personal and contact details must be completed and the permits required ticked.

### 2. Proof of Residency

Proof of Residency must show your name and the address of the property being applied for. Examples such as a Council Tax bill, Utility Bill, Solicitors letter, Mortgage letter, Bank statement, Phone bill

## Change of Vehicle

### Residents

3. To exchange a residents permit you will need to both provide new vehicle documentation (ie the V5 (Log Book) or vehicle insurance documents showing the new vehicle registered to the address) AND return the old vehicle permit for to Parking Services, Cumbria County Council, PO Box 96, Workington, CA14 9BR before a new one can be issued.

## Change of address

### Change of address outside zone

4. Upon vacating a residence within the permit scheme, Both the vehicle and visitor permit must be returned to Parking Services, Cumbria County Council, PO Box 96, Workington, CA14 9BR before a new one can be issued.

Failure to do so may delay new permit applications from new residents/tenants.

## Change of address within same/different zone

5. Permits cannot be transferred. Applications are set up for each individual address and so permits are issued for that particular property. Upon moving to a different address within the same or a different zone, ALL permits (vehicle and visitor) for the old address must be returned to Parking Services, Cumbria County Council, PO Box 96, Workington, CA14 9BR before a new one can be issued.

Failure to do so may delay new permit applications from new residents/tenants.

## Permit Renewal

6. The vehicle permits are round and yellow in colour and on Cumbria County Council stationery. If you have this style of permit please note that these permits are valid for one year only and it will be your responsibility to renew them the following year. No reminders will be sent.

If your details remain the same there is no need to complete a new application or submit new information. Simply forward a request in writing (by email or post) detailing your name and address and that you require your permit(s) to be renewed.

New permits will be issued within 5 days of your request.

## Other Important Points to Note

7. Before submitting an application, please check that you have followed the guidance because 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.

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.west@cumbria.gov.uk](mailto:parkingpermits.west@cumbria.gov.uk) or copies posted to Parking Services, Cumbria County Council, PO Box 96, Workington, CA14 9BR

**Permit processing staff work at various locations throughout the county. Please do not attend Council Offices in person as staff will not be able to process permit applications.**

Whilst we have tried to cover most situations, there will be cases which do not fall into any of the above categories. In this regard we would ask you to place your contact details and circumstances in writing and wherever possible we will try to accommodate your request.

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