

Visitor Permit – Conditions of use

1. Permit information

Definition of a visitor permit

A visitor permit is intended for use by any visitor parking in one of our residential zones as described on the signage.

Visitor permits can be purchased in minimum batches of 5 sessions up to the maximum of 25. You will need to apply for a Visitor Voucher Licence before you can purchase visitor permits.

Virtual permit

The display of a visitor permit is not required and we will not issue you with a paper visitor permit. The equipment our Civil Enforcement Officers use provides access to your details for verification purposes.

2. Who can apply and what needs to be provided

Who qualifies?

We will issue visitor parking permits to applicants:

Who permanently reside at an address in the permit parking zone and can provide evidence.

Proof of residence *(as below for new applications - for renewals, check your reminder)*

A copy of one utility bill shown below must be provided (dated within the last 3 months):

- Most recent Council Tax bill (preferred)
- Gas
- Electric
- Water
- TV licence
- Home insurance

Note: A Driving Licence will not be accepted as proof of residency.

3. Vehicle details

Vehicle

A permit is valid only for the specific vehicle registration given in the application. Failure to insert a vehicle registration mark correctly may result in a Penalty Charge Notice being issued.

4. How long is my visitor permit valid for?

Length of permit

- Each visitor permit is valid for one calendar day.

5. Where can I use my permit?

Parking places

- The vehicle must be parked in a marked bay or area within the respective zone, where the signage indicates parking is for resident permit holders only, or a shared use bay when restricted for resident permit holders only.
- The permit will not allow you to park in any other location.
- A permit does not grant you the right to park outside your home or guarantee the availability of a parking space.
- The Council reserves the right to suspend any parking bay as required.

6. Changes to any details and refunds

Change of address or vehicle, including temporary or courtesy vehicles

- You must cancel the Visitor Voucher Licence if you change your address.
- If you change your vehicle, you will need to update your details on your online account immediately.
- The vehicle registration number can be altered / amended on a single use voucher up until the date / start time set by the account holder.

7. Important information

Please note:

1. It is a criminal offence if, with intent to deceive, you knowingly make a false statement or mishandle or forge documents to get a business parking permit for yourself or others. The Council may prosecute you under the relevant criminal legislation in cases where this is relevant.
2. Failure to have a valid permit or inform us of a change of vehicle or address may result in a Penalty Charge Notice being issued.
3. The Council reserves the right to withhold or withdraw a permit.
4. Residents are not permitted to sell or transfer a permit to other parties.
5. Please note that visitor sessions are limited to 25 sessions per rolling month. i.e if you use 3 sessions on the 12th, those 3 sessions will not become available again until the 12th of the following month.
6. Unused visitor sessions will not be carried over when the licence is renewed or expires after 12 months. All sessions should be used before the voucher expiry date.