

Parking Permit Application

Parking Administration Section, PO Box 5038, Poole, BH15 2WG Tel No. (01202) 634240

Please complete this form if you are a resident of Poole wishing to apply for, or renew a Parking Permit.

Permits are issued to assist residents in the parking of their vehicles and each annual permit costs £40. A permit may be issued individually to each vehicle registered at the property (maximum individual vehicle weight of 3500 kg), or alternatively one permit may be shared between two qualifying vehicles at the same property.

DOCUMENTARY EVIDENCE REQUIRED WITH EACH APPLICATION/RENEWAL

Proof of ownership - a copy of each vehicle registration document (all pages), which must show that the vehicle is registered to the applicant and the property. For a company owned vehicle, a copy of the registration document will be required, together with a letter from the company confirming that the applicant is the keeper/user of the vehicle and that he/she resides at the address.

Proof of residence - for each applicant, this must either be a current council tax bill, tenancy agreement or official rent book, showing the applicants' name and address. If any vehicle owner/keeper is not named on the proof of residence document, or you do not have any of the above evidence items we will be unable to process the application. In this event please contact the Parking Administration Section for further guidance.

How to Pay

By credit / debit card, postal order or cheque (made payable to "Borough of Poole").

Complete the payment details overleaf or enclose your cheque or postal order together with the proof of residence and vehicle ownership (photocopies would be preferable, as this will make the issuing process quicker) and post to the address above.

You can pay by cash if you take your application to:	Do not send cash by post
Borough of Poole	Opening Hours
Financial Services	Monday to Thursday 8.30am to 5.15pm
Civic Centre	Friday 8.30am to 4.45pm
Poole	(Excluding Bank Holidays)

PERMITS CANNOT BE COLLECTED IN PERSON BUT WILL BE POSTED TO YOU

Conditions of the Residents Parking Scheme

- A permit will only be issued to a vehicle under 3500 kg in weight (this is the former private/light goods taxation class)
- The permit must be displayed on the windscreen of the vehicle and can only be used on the vehicle(s) with the registration number(s) shown on the permit.
- The permit allows you to park for an unlimited time within those parking places in the area requested where the signs indicate a 2 hour limit and that permit holders are exempt.
- The permit is not valid for Council Housing Land. These permits need to be obtained separately from Poole Housing Partnership.
- If more than one registration number is shown on the permit, then it is your responsibility to ensure that the permit is clearly shown on the vehicle that is parked in the designated area. Any Penalty Charge Notices issued for failing to display the permit will not be waived.
- If you change your vehicle you must return the permit. A replacement will be issued on payment of £5.00 and only on production of the new registration document or revised insurance schedule.
- If a permit has been altered or tampered with, then a Penalty Charge Notice will be issued to the vehicle displaying the permit.
- The permit does not guarantee the availability of a parking place.
- If your resident permit is stolen, then a replacement will be issued on production of a crime number from the Police to confirm the theft of the resident permit or vehicle. If your vehicle is written off and the resident permit lost, then a replacement will be issued on receipt of confirmation of the write-off. **Replacements for resident permits lost in other circumstances will not be issued.**
- The council reserves the right to withdraw any permit found to have been improperly issued or used.
- Conditions of daily permits are those set out in the booklet supplied and on the reverse of the permit itself.

This Authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information see www.boroughofpoole.com/nfi