

12/06/2023

Direct Line: 01273 296622

Dear [REDACTED]

Please find attached your Residents' Parking Permit for Zone Y. This permit is issued for you to park in permit bays or shared bays in Zone Y. A resident permit does not allow parking in an exclusive paid parking bay and does not exempt the holder from any other parking regulations. Always check the bay signs for hours of operation and use.

Check all the details on the permit below are correct before displaying in your vehicle. If any details are incorrect, please contact Parking Customer Services. During the validity of the permit, you can submit a permanent change of vehicle, obtain a temporary cover for a courtesy vehicle should yours need repair or inform us when you move address using your MyAccount account. Login to MyAccount at: www.brighton-hove.gov.uk/myaccount-hub

Permits can be renewed as early as six weeks prior to their expiry. It is the permit holder's responsibility to ensure the permit is renewed prior to its expiry date. When a permit has expired, a new permit application must be submitted.

Please ensure that the permit is clearly displayed on the vehicle's windscreen by following the guidance printed next to the permit below. For further information regarding parking in your area, please visit the parking web pages at www.brighton-hove.gov.uk/parking

Yours sincerely,

Parking Customer Services

INSTRUCTIONS



1. Please ensure you clean your windscreen before attaching the permit.



2. Remove the square perforated area away from the A4 sheet using perforations.

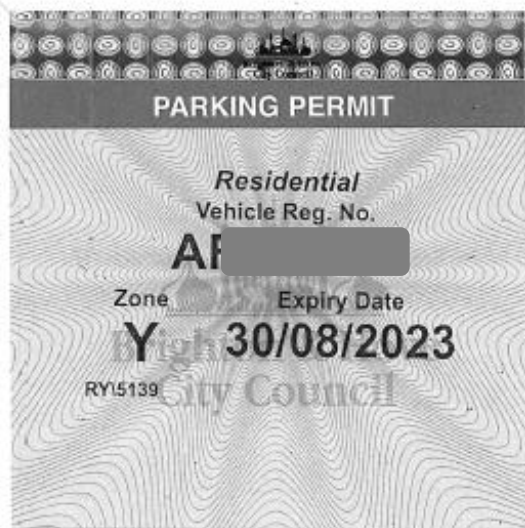


3. Peel off the outer edge to expose adhesive around square permit.



4. Attach permit to the windscreen using adhesive.

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www.twitter.com/bhcc_transport



CONDITIONS OF USE OF PERMIT

The permit is issued subject to the declaration made on the permit application and the provisions of the relevant Traffic Regulation Order and Parking Policies.

The permit will cease to be valid and must be returned in the following circumstances:

- For a Residents Permit, if the permit holder no longer resides at the property a minimum of 5 nights per week.
- For a Business Permit, if the business ceases to operate within the Controlled Parking Zone for which the permit was issued or if the vehicle is no longer used by that business.
- If you cease to be the user of the vehicle the permit is issued to.
- The permit is mutilated, defaced, altered, or becomes illegible through fading etc.
- A cheque presented in payment of the permit is dishonoured
- The vehicle is no longer used for the purposes for which the permit was issued.
- There is a revocation of the place designated for the vehicle (Doctor's or Car Club Permits only).
- The permit holder ceases to carry out the duties for which the permit was issued.
- A replacement permit has been issued.
- The permit has expired (expired permits need not be returned)

A Penalty Charge Notice (PCN) may be issued if any of the above circumstances cause a permit to be invalid or if a permit is not displayed correctly. The permit should be displayed in the windscreen of the vehicle so all the particulars on the permit can be clearly seen from outside of the vehicle.

The issue of a permit does not guarantee that a parking space will be available. Please be aware that bays throughout Brighton & Hove can be suspended. The suspensions will be signed by a bright yellow notice giving the exact details. If you park in these bays your vehicle is liable to be removed and a PCN will be issued

For further information regarding parking in your area or a copy of the Traffic Regulation Order, under the provisions which permits are issued, please contact Parking Services online at www.brighton-hove.gov.uk/contactparking

Resident permits can be renewed as early as 6 weeks prior to their expiry. It is the permit holder's responsibility to ensure the permit is renewed prior to its expiry date. When a permit has expired, a new permit application must be submitted. You should diarise the renewal of your permit to ensure it is not missed.

ATTENTION: if you hold a resident permit in a waiting list zone you must renew your permit before the expiry date (printed on the permit). Failure to renew your permit prior to the expiry date will require you to re-join the waiting list.

For all other permit types, please visit the Council's website for information on how to apply/renew a permit.

