

## Factsheet: Residents' parking permits

### Terms and conditions

1. Parking permits are issued at our discretion. They remain the property of DCC and may be withdrawn with notice at any time if these terms and conditions are not met.
2. A resident's permit may only be used by the named person it is issued for and for a vehicle registered at the property it is sent to. You should not hold more than one permit at any time.
3. You must be a resident of the property to hold a resident's permit. Resident's permits are not issued to landlords or property owners.
4. Business permits can't be used for commuting, and must be used for commercial activities, such as routine daily deliveries.
5. Parking permits must be displayed in the front windscreen of the vehicle so that all the printed details can be clearly seen and read by a traffic warden or police officer when parked. Failure to clearly display a valid permit will result in a [parking ticket](#) being issued.
6. The permit does not guarantee a parking space outside the property. The vehicle is only permitted to park on a road in the area or zone indicated on the permit.
7. Altering or changing a permit will render it invalid, and it will be invalid if it is used in any other vehicle than the one specified on the front of the permit.
8. It is your responsibility to tell us of any changes to your address or car registration details, so your permit can be changed or cancelled.
9. Permits are non-transferrable. No refunds will be given for part used, damaged or invalidated permits.
10. It is the driver's responsibility to ensure that the vehicle is parked safely and wholly within the confines of a marked parking place. The vehicle should not be parked wholly or partly on a footpath or verge, or in a hazardous manner.
11. The vehicle must be moved on the instructions of a police officer, traffic warden, council officer or utility company contractor in pursuit of their duties.
12. All vehicles must have a valid MOT, insurance certificate and car tax to use a resident's parking permit in an on-street parking place.
13. We reserve the right not to issue parking permits where the vehicle or person involved has unresolved or unpaid Penalty Charge Notices (parking tickets).
14. All data collected from issuing permits, or issuing parking tickets arising from the misuse of a permit may be used in conjunction with any of our reporting functions or other enforcement agencies for the purpose of this enforcement as required by law or part of a police investigation. All processing of this data will be in accordance with the [UK Data Protection Act 1998](#).