

# Resident Registration Cards - Guidance Notes, Terms & Conditions

Resident Registrations are available to residents living within a Controlled Parking Zone, or on a street that is covered by a Resident Permit Scheme. These are for the use of residents only and should not be used by any other persons. Resident Registration Cards enable residents to purchase Visitor Permits for their visitors.

Residents in possession of a Resident Permit do not need to purchase a Resident Registration Card.

# 1. Do I live in a location entitled to purchase a Resident Registration Card?

- The council currently has four Controlled Parking Zones; these are Beverley, Bridlington Zone A, Bridlington Zone B and Howden. Please go to this website to view maps of the Controlled Parking Zones:
  www.eastriding.gov.uk/environment/roads-streets-traffic-and-parking/parking/parking-permits/resident-registration-card
- Resident Permit Scheme locations are as follows:

Anlaby – Wilson Street

Brough – Grassdale Park, King Edwards Terrace, Saltgrounds Road and Station Road

Hessle - Gladstone Street and Grovehill

Willerby – Kingsley Drive and Main Street

- Resident Registration Cards are not transferrable between towns.
- Resident Registration Cards are transferrable between Zone A and B in Bridlington, if a resident moves from one zone to the other.

## 2. How much does a Resident Registration Card cost?

- Resident Registration Cards cost £15 per year and have to be renewed annually.
- Resident Registration Cards are free for Blue Badge holders.
- Visitor Permits need to be purchased separately to Resident Registration Cards, at a cost of £5.00 for 35 daily Visitor Permits, for both Blue Badge holders and non-Blue Badge holders.

# 3. How do I renew my Resident Registration Card?

- Resident registration Cards last one year and it is the responsibility of the resident to ensure that they renew this in time if they wish to continue purchasing Visitor Permits.
- A reminder email will be sent to the email address used to set up a MiPermit account approximately one month prior a Resident Registration Card expiring, with instructions about how to renew.
- Blue Badge holders are required to complete a new application form via the council's website and provide proof of a valid Blue Badge each time that their Resident Registration Card expires. The council will then renew on their behalf.

## 4. What happens if I change address?

- If a Resident Registration Card holder moves out of a Controlled Parking Zone or Resident Permit Scheme location they will no longer be entitled to a Resident Registration Card.
- In this instance, residents should inform the Parking Team that they have changed address by telephoning 01482 393939 or emailing <a href="mailto:parkingnotifications@eastriding.gov.uk">parkingnotifications@eastriding.gov.uk</a>
- If a Resident Permit holder changes address within the same Controlled Parking Zone or Resident Permit Scheme location, they should inform the Parking Team of this by telephoning 01482 393939 or emailing <a href="mailto:parkingnotifications@eastriding.gov.uk">parkingnotifications@eastriding.gov.uk</a> so that the Parking Team can transfer the Registration Card over to the new address.

## 5. Refunds

Refunds for Resident Registration Cards will not be issued under any circumstances.

## 6. Declaration

By purchasing a registration card, residents are agreeing to all terms and conditions as explained above and including those listed below:

- I declare that I will not provide any false or misleading information in order to obtain a Resident Registration Card. I understand that the council may prosecute if I do provide false or misleading information.
- I confirm that I live at the address provided, and that this is my primary residency.
- I declare that I will keep my account information up to date, and accept liability for any Penalty Charge Notice that may be issued due to me not keeping information up to date.
- I declare that when using my Resident Registration Card to purchase Visitor Permits, I will read the Visitor Permit Terms and Conditions and will ensure that my visitors are also aware of these.
- I understand that the council will use the information that I give in line with the Data Protection Act 2018. I understand that the Parking Operations Team may pass this information onto other council departments and the DVLA where it is necessary to issue me with the relevant permit.
- I understand that the council is under a duty to protect the public funds it administers, and to this end may use the information I have provided for the prevention and/or detection of fraud. I understand that this information may be shared with other bodies responsible for auditing or administering public funds.
- I understand that I must promptly inform the council of any changes that may affect my entitlement to a registration card, such as if I move address.
- I give the council permission to cancel my registration card if I am no longer entitled to it, without the need to notify me of the cancellation in writing.
- I have read, understood and agree to abide by all the information in this document.

## 7. Breaches of these terms and conditions

Without prejudice to our other rights under these terms and conditions, if you breach these terms and conditions in any way, or if we reasonably suspect that you have breached these terms and conditions in any way, we may:

- Send you one or more formal warnings;
- Temporarily suspend your access to the MiPermit website;
- Permanently prohibit you from accessing the MiPermit website;
- Contact any or all of your internet service providers and request that they block your access to the MiPermit website;
- Commence legal action against you, whether for breach of contract or otherwise; and/or suspend or delete your account on the MiPermit website.

Where we suspend or prohibit or block your access to our website or a part of the MiPermit website, you must not take any action to circumvent such suspension or prohibition or blocking (including without limitation [creating and/or using a different account]).

## 8. Variation

- We may revise these terms and conditions from time to time.
- The revised terms and conditions shall apply to the use of our website from the date of publication of the revised terms and conditions on the website, and you hereby waive any right you may otherwise have to be notified of, or to consent to, revisions of these terms and conditions.

## 9. Privacy policy:

"If required, the council may collect and store the personal information provided in line with the Data Protection Act 2018. Parking Operations will use this information to process a Resident Permit, and may pass this information to other council departments and the DVLA for this and related purposes. For more information on your rights and what happens to your information please visit: www.eastriding.gov.uk/privacynotice or telephone us on 01482 393939".