



**APPLICATION FOR REGISTRATION OF ENTITLEMENT TO
CONTROLLED PARKING ZONE (CPZ) VISITOR SCRATCHCARD
PERMIT SCHEME**

This entitlement is provided to residents within the CPZ who do not have a vehicle registered at a property within the zone.

The scratch card permits are to be used if visitors to your home are intending to stay at your property for longer than the permitted time dictated by the relevant street signs.

Please complete all sections and return form to: Permits, PO Box 299, Beverley, HU17 6FH.
Alternatively visit your nearest Customer Service Centre who will check your documents and forward your completed application form to the Permits Office. Telephone number for enquiries 01482 395411. Renewals should include existing Card Number. (Registration Card will be sent to applicant's home address)

Is this:

- ☐ An application for a new registration card?
- ☐ To renew an existing registration card? Existing Card Number _____

Your Personal Details

Title (ie Mr, Mrs, Miss, Ms): _____ Surname: _____

First names (in full) _____

Address: _____

_____ Postcode: _____

Email Address _____

You must supply a telephone number. Please tick the number we are most likely to be able to contact you on so that we are able to let you know if you are parked in a suspended bay.

Home: _____ ☐ Work: _____ ☐

Mobile: _____ ☐

Proof of Residency

I enclose **two** documents from the list below as proof of my residency within the CPZ.

- ☐ Council or housing rent book
- ☐ Bank statement or utility bill
- ☐ Current flat or house contents insurance
- ☐ Benefits or pension book
- ☐ Solicitor's letter showing exchange of contracts
- ☐ Current tenancy agreement (not handwritten)
- ☐ Current council tax bill

Information and Guidance Notes

All applicants must enclose proof of their residency within the CPZ zone.

- Please ensure your visitors are aware that permits are **not** valid on any of the Council's Pay and Display Car Parks, or any other location outside of the CPZ area.
- A registration card will be issued to the above named on payment of £15.00 fee or free if you have a disabled badge (please enclose a photocopy of disabled badge). Please note that a registration card is only valid for 12 months from the date of issue.
- Permits are valid up to 10am on the day after the expiry day.
- Permits are only valid when used by persons visiting or staying at the property issuing the permit.
- Permits must not be used by owners or staff of hotel/guesthouse accommodation or business premises.
- Permits do not give an exemption to any other parking restriction.
- The issue of a permit does not guarantee the holder a space to park, nor does it render the Council subject to any liability in respect of loss or damage to any vehicle in a parking place, or the contents or fittings of any such vehicle.
- The use of parking places may be suspended by police officers, parking attendants or duly authorised Council Officers.

Instructions to Visitors & Guests

With a coin, scratch out panels from each of the following sections on the day of arrival

- One Year
- One Month
- One Date (only scratch off the start date)
- The permit is only valid for seven consecutive days including the start date.
- This permit is transferable within the seven consecutive days between vehicles. Only **one** vehicle is entitled to use the permit at any given time.
- Write details of where you are staying/visiting in the relevant box, i.e.house number and street name of the property visited.
- The permit must be placed on the dashboard with the scratchcard panels clearly visible from the side of the vehicle which is nearest the kerb.
- The permit must be displayed between the hours stated in the Controlled Parking Zone Order, as relevant signs dictate.

Misuse of a permit, or failure to comply with these instructions invalidates the permit and may result in permits being withdrawn.

Signature

Date

Print Name

Data Protection: I, the above, understand that you will use the personal information I have given in line with the Data protection Act 1998 and accept that you may pass this information to other Council Departments and the DVLA, for this and related purposes.

For Administration Use Only

Fee Paid : £

Receipt Number :

Can Number :

Date :