EAST RIDING
OF YORKSHIRE COUNCIL

GUIDANCE NOTES
CONTROLLED PARKING ZONE (CPZ) PERMIT APPLICATION

Disabled Persons Badge holders do not require a permit to park within the Controlled Parking Zone.

Note: If you have moved into the CPZ in the last three months, you will need to change the details on the vehicle registration document. We will issue a three-month permit giving you enough time to produce the updated vehicle registration document by the time the permit runs out. We will require one document to show proof of residency. Permits will be charged on a pro-rate basis. Please apply using the Application Form for 3 month Temporary Resident Parking Permit.

1 - How do I fill in the form?

Please **write clearly in black ink, block capitals** and remember to tick all the relevant boxes. These notes will help you fill in the form correctly. We will return your form to you if you have not filled it in properly or have not enclosed copies of the relevant original documents. Original documents must be produced if applying in person at the Customer Service Centre. Should we need to return your form this will cause a delay in issuing your permit.
Please note that photocopies of documents are acceptable when sending your application through the post, however, we reserve the right to view original documents upon request.

2 - Applications by post

You can post your form to the address below. Remember to enclose copies of all the relevant original documents with your form.

Permits
PO Box 299
Beverley
East Riding of Yorkshire
HU17 6FH

Please enclose payment with your form. If you are paying by cheque, please write your name and address on the back of the cheque and make it payable to "ERYC" (East Riding of Yorkshire Council) **Do not send cash in the post**. For current price of permits please visit our website at www.eastridingparkingservices.co.uk or call us on 01482 395411.

We aim to process postal applications within 7 working days, but you should allow at least 10 working days to make sure you receive your permit before your current one runs out. You can renew your permit any time in the month before it runs out. We only send permits to the address on the application form. A record is kept of all permit applications received. We will return your permit and documents to you by normal post.

If your application form is not filled in correctly or you have not enclosed the relevant documents, we will return the form and documents to you by post.

3 - Applications in person

You can take the form and relevant original documentation to your local Customer Service Centre where it will be checked. Payment should be made by cash, postal orders, cheque (made payable to ERYC) or by credit or debit card (not American Express or Diners Card). If applying in person you may ask for a 14 day temporary parking permit to allow parking within the CPZ whilst your application is processed.

Your application will be referred to the Permits Office. Once processed, your permit will then be posted to your home address.

Opening hours: Customer Service Centres
Monday to Thursday – 9:00 am to 5:00 pm
Friday – 9:00 am to 4:30 pm

Please be advised that the Cashier's Office closes at 4:30 pm, Monday to Thursday, and 4:00pm on Friday.

4 - What should I do if I need help?

If you have any questions or need help filling in this form please contact the Parking Operations Office on 01482 395411. We may record these calls for training purposes.

5 - Proof that I own or use the vehicle

All documents must clearly show your name and your address in the CPZ. You must present the original documents with your application if applying by person at a Customer Service Centre. Copies of your original documents will suffice if sending your application through the post. These documents will also be required should you change your address, replace your vehicle or any other changes in circumstance affecting your application. We reserve the right to view original documents upon request.

Hire and lease vehicles
If you hire, lease or rent a vehicle, you must produce the agreement that shows your name and your address in the CPZ.

Company vehicles
If you have a company vehicle (includes a vehicle owned by a partnership or sole trader) you will need to produce a letter on the company's headed paper from the company secretary or someone of a similar position (not from you). It needs to be addressed to the Permits Office (address in Item 2) and say that you are a full-time employee, partner or sole trader.

If you are on the current published register of electors, you must produce one other proof of where you live (see note 13). You must also produce the vehicle registration document, or if the vehicle is leased, you must produce the lease agreement showing either your name or address in the CPZ or the company's name and address.

Vehicles that are registered abroad
If you have a vehicle that is registered abroad you may apply for a 3 month temporary permit however, in order to apply for a full residents parking permit your vehicle must be registered in the UK.

6 - Who qualifies for a permit?

You can only get a permit if your main home is in the East Riding of Yorkshire (a main home does not include a bed or makeshift bedroom in the back of an office or shop). A household is defined as a unique address where a group or family live together. Each separately addressed flat in the same building would be classed as a household.

You must meet all the following criteria:

- You must spend at least four nights a week at your home in the CPZ
- You must pay Council Tax for the property.
- The vehicle registration document must show your name and address in the CPZ or your company name or the name of a least or hire company.
- Your vehicle is a car, van or motorcycle.

7 - Who does not qualify for a permit?

You will not qualify for a resident parking permit if you do not meet the criteria specified in Section 6 or:

- You own a property in the CPZ but live elsewhere
- You work in the county but live elsewhere
- You are a tourist
- You are a member of staff or a guest in a hotel
- You are domestic staff but live outside the zone
- You want to supervise builders in a property you plan to move into
- The vehicle is not registered with the Driver and Vehicle licensing Agency (DVLA) at an address within the CPZ
- You borrow or share a vehicle (see Company vehicles)

8 - How many vehicles are eligible for a permit?

Residents may include the details of a second vehicle on to their permit. The permit may then be transferred between vehicles however, only the vehicle displaying the permit may use it at any given time.

Second permits for Beverley and Howden may be purchased. For details, contact us on 01482 395411.

9 - Where can I park with a permit?

If you have a valid resident parking permit, you can park in any area of the Zone (except in Bridlington where you must park in either Zone A or Zone B, as indicated on your permit) displaying "Except Resident Permit Holders" signs. The parking spaces vary in length from road to road and are not normally divided up into vehicle spaces. This permit does not give an exemption to any other parking restriction.

You are not allowed to reserve a specific parking bay. You must park your vehicle so that the wheels are within the white markings and you cannot park a trailer or caravan in a resident parking bay.

Having a parking permit does not guarantee that you will have a parking space.

10 - When can I park with a permit?

Each area/town will be subject to specific regulations.

Unless individual signs say otherwise, the controls on resident parking bays, yellow lines, loading and disabled parking bays apply during the times shown on the parking signs.

11 - Where do I put my permit?

You must secure your permit on the passenger side of the vehicle's windscreen so that all the details are clearly visible. You are responsible for making sure that the permit can be seen clearly at all times. For a Motorcycle the permit is to be retained in the owner's property.

12 - Suspending parking bays

We may have to suspend resident parking bays for a number of reasons, for example, for road works or large delivery vehicles. If we do this, we will normally give three working days' notice (unless it is an emergency). The suspensions will begin from 8.00 am and you will not be able to park in the bay or bays that are affected. When this happens we will put up a sign telling you when the suspension starts and ends. Please remember it is your responsibility to check your vehicle before 8.00 am to make sure parking is not suspended. If you cannot check, for example, if you are away on holiday or business, you should arrange for someone else to check and, if necessary, move your vehicle.

13 - Proof of where I live

All documents must clearly show your name and your address in the CPZ.

Electoral register
It is advisable that your name appears on the current published electoral register (not the draft register). If you are not sure whether your name is on the electoral register, you can visit any Customer Service Centre and look at the electoral register, or check with Electoral Registration. (Discretion allowed on new occupancy.) Other forms of proof of residency are acceptable

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

14 - Changing my address

If you move home within the CPZ whilst your permit is valid, you may use the same permit but you need to inform us so that we can update our records. You must produce one item to prove your new address. Refer to Section 13.

15 - Changing my name

If you change your name while your permit is valid, you may use the permit but you need to inform us so that we can update our records. You must produce one item to prove that you have changed your name, (eg. a copy of your marriage certificate).

16 - Changing my vehicle permanently

If you have changed your vehicle **you must not alter your existing permit**. You must return your current permit, together with proof of your new vehicle details. You must produce proof that you own or use the new vehicle, as shown in Section 5. We will only accept a sales invoice, together with insurance documents showing your address within the CPZ to show you have recently changed your vehicle. This must show your name (or that of your company) and the new vehicle registration number. We will not charge you if you return your original permit.

17 - Changing my vehicle temporarily

We do not give permits to borrowed or shared vehicles except when your vehicle is off the road because of an accident or major repair, or if it has been stolen. In these cases we will give you a permit for a temporary replacement vehicle that is not registered in your name. You must produce your original permit with a letter from the garage or insurance company to confirm the damage or major repair. If you have borrowed the vehicle, you will also need to provide all relevant documentation.

Note: You must display both the temporary permit and your normal permit in the temporary vehicle.

18 - Lost, stolen or destroyed permits

Lost or destroyed
If your permit has been lost or destroyed you will be charged the original fee for a replacement permit unless you can produce a police lost property reference number.

Stolen
If your permit or vehicle has been stolen and you provide a crime reference number, we will waive the fee and issue a replacement for you. If you do not have a crime reference number, we will treat this as a lost permit and you will be charged the original fee for the replacement permit.

19 - Returning a permit

If you no longer need your permit, or are no longer eligible for a permit, you must return it to us at the address in Section 2 above. If you do not return the permit, you will be breaking the rules of the Resident Parking Scheme and committing an offence.

20 - Other Permits

Permits are available to Carers working within the zone. Visitors to properties within the zone and Contractors working within the zone may be entitled to apply for scratchcard permits. Further details of these schemes are available on the council website or from the Customer Service Centres.

21 - Refunds

Refunds will not be given under any circumstances.

Please read each point below carefully.

You will be required to sign to say you have read and understood and agree to abide by these guidance notes when completing the Residents Permit Application Form.

Warning: It is an offence to give false or misleading information. If you do, we may prosecute.

- I confirm that the address shown in Section B on this form is my main home, as defined in Section 6.

- I confirm that I keep and use the vehicle with the registration number given in Section C of the form. If I stop living in the Zone, or stop keeping and using the vehicle, I will return my permit immediately.

- I understand that trailers or caravans may not be used to reserve a space, nor space reserved by any other means (See Section 9).

- I understand and accept that you may ask to visit my home before or after issuing a permit to make sure I have given the correct address. If I refuse, I understand it is likely that you will not give me a permit or will withdraw my permit.

- I understand and accept that you may prosecute me if I have given any information on this form which I know is wrong or untrue.

- I understand that you will use the personal information I have given in line with the Data Protection Act 1998. Parking Operations will use the information I have given to issue resident parking permits. I accept that you will pass this information to other Council Departments and the DVLA, for this and related purposes.

- I understand that you have to protect the public funds you handle, so you may use the information I have provided on this form to prevent and detect fraud. You may share this information with other bodies who handle public funds for these purposes only.

- The Council will return your documents via the Royal Mail with your permit. Should you not wish the Council to do so then you must attend the Council Offices personally to produce these documents. The risk of loss of documents remains with you should you wish for the Council to use the Royal Mail.