



St. Helens Council

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REMOVE THIS AREA

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Instructions:

1. Place sheet on hard flat surface
2. Tear out permit using perfs A and B
3. Peel away tabs from permit area
4. Place permit face outwards to the inside

ST HELENS COUNCIL
RESIDENTS PARKING SCHEMES
INFORMATION FOR APPLICANTS

1. Residents who live within an area covered by a Residents Only Scheme may apply for a permit. For information on obtaining a permit you can either visit the Contact Centre at Wesley House, Corporation Street, between the hours of 9 am to 5 pm, Monday to Friday or telephone 01744 676398.

The following documents must be presented to obtain a permit:

- A completed Residents Parking Application Form, available from Wesley House Reception.
- Vehicle Registration Document (V5 or log book) or if it is a company car, a letter from your employer confirming the vehicle details or Motability Scheme Documentation.
- Vehicle insurance document.
- Proof of residency, e.g. public utilities bill or bank statement, showing name and address of applicant.

NB: If the property is also used for business purposes then the latest Council Tax bill will need to be provided.

(All of the above must show the name and address of the applicant)

A full permit will not be issued unless all the above documentation can be provided.

2. New residents, residents purchasing new vehicles or temporarily hiring a vehicle may not be able to provide a Vehicle Registration Document displaying the current driver's address and in these circumstances only, you may be issued with a temporary permit, valid for one month, until the details on the vehicle documents are amended. A full permit will be issued upon presentation of the amended documents. Temporary permits will not normally be considered for any other circumstances.
3. Residents moving out of the area or changing their vehicle should return any relevant permits to Wesley House reception, as they will no longer be valid for use.
4. The schemes operate at the times indicated on traffic signs. Within these times, only vehicles displaying a valid permit are entitled to park in the marked bays. Outside of these times, any vehicle may park in the bays.
5. Within the operational times of the Residents Parking Schemes, only residents' vehicles or vehicles displaying a visitors permit or scratch-card may park in the designated bays. Schemes operate on an area-wide basis.
6. Within the operational times of the Residents Parking Schemes, only residents' vehicles or visitors displaying a valid permit or scratchcard may park in designated bays. Schemes operate on an area wide basis but for the scheme to operate effectively with the limited space being used proportionally across the area, residents must park as closely to their own property as possible. Residents Parking Permits are now printed with an address indicator. Residents found parking away from their home address to access other establishments i.e. Town Centre for commercial or work purposes, local schools etc. will be classed as abusing the scheme and their permit may be revoked. Visitors to the area may use the residents parking bays if displaying a valid visitor's permit or scratchcard, or the limited waiting bays, which allow short stay parking free of charge, or the nearby public car parks.

**St Helens Council
Parking Permit**

This permit must be displayed on the front nearside windscreen and is only valid in the vehicle for which it was issued.

The provision of this permit does not guarantee a parking space.

Failure to park correctly or abide by the parking regulations set out will result in a Penalty Charge being issued.

Unless otherwise stated this permit is not transferable between person or vehicle and cannot be used in any other parking area.