

3rd Floor, Cambridge Central Library, 7 Lion Yard,
Cambridge, CB2 3QD
In case of enquiry contact: Parking Services
Direct Dial: 01223 727920
Fax: 01223 727921
Email: parkingpermits@cambridgeshire.gov.uk

Mr Abc 123
1 LETSBY AVE (F)
Cambridge
CB4

Parking Services

08 March 2017

Dear Mr Abc 123

Residents' Parking Permit - DeFreville Avenue Parking Zone

Thank you for your application for the above permit.

At this stage you do not qualify for a full 12 month permit, as the necessary supporting documents were not presented. Your temporary permit is attached below and is valid until **07/06/2017**. You will need to provide us with the following documents before your permit expires.

Driving Licence

Once this is received you will be issued with a full permit backdated to your initial application date.

Your resident permit allows your vehicle to park in **resident parking bays only** and only for the zone indicated on your permit. The issuing of a permit does not guarantee that a space will be available. You must always display your permit otherwise you may receive a Penalty Charge Notice. The permit is not transferable to any other vehicle.

The permit remains the property of the Council and must be returned in any of the following circumstances shown overleaf



Please carefully detach the round permit along the perforations.

The permit must be clearly displayed in the lower left hand side of the windscreen when viewed from the inside.

The permit is only valid in the **DeFreville Avenue Zone**.

- (1) If you stop living at the address you supplied us. See notes overleaf for how to obtain a refund.
- (2) If you are no longer the owner, or principle user, of the vehicle for which the permit was issued. See notes overleaf on what you need to do if you change your vehicle.

How to obtain a refund

Upon surrender of your permit to our office you will be entitled to a refund. Refunds are issued for each complete three months that are un-expired. Refunds are issued in the form of a cheque, which will be posted to the permit holder. No cash refunds are available.

If you change your vehicle

Your permit can be re-issued free of charge upon receipt of the old permit and evidence of the new vehicle. i.e.

- The new vehicle registration document (showing your name and address as the keeper)
- Insurance document giving details of the vehicle and showing you as the policyholder

If the permit is lost/stolen

Please contact the number below to request a replacement. Replacements are free of charge

Suspension of Parking Bays

In certain circumstances a parking bay(s) may be suspended by the Council to allow for building operations, domestic removals, funerals or special events. Signs indicating this are placed in advance in or adjacent to the bay or over the parking bay sign. Drivers should always check that a parking bay is in operation before parking each day if the vehicle is to be left for long periods. A vehicle parked in a suspended bay may receive a Penalty Charge Notice.

If you require further information on Residents Parking please contact us on 01223 727 920 or by email; parkingpermits@cambridgeshire.gov.uk

Yours sincerely

Parking Services

Instructions of Use

1. This must be clearly displayed at all times in the windscreen of the vehicle.
2. The permit is not transferable unless otherwise stated.
3. This must be used in accordance with the terms and conditions of use
4. Permit is the property of Cambridge County Council.