

# PARKING PERMIT APPLICATION



## PLEASE READ THE GUIDANCE NOTES BEFORE COMPLETING THIS FORM

Please complete all sections of this form **IN BLOCK CAPITALS**, in black ink and ensure that all the correct documentation is enclosed before the application is submitted.

If the form is incorrectly or partially completed, or if the correct documentation is not attached, your application will be returned and the issue of your permit may be delayed.

### Details of Applicant **(all criteria below is mandatory including email & phone number)**

Forename \_\_\_\_\_ Surname \_\_\_\_\_  
Address \_\_\_\_\_  
Post Code \_\_\_\_\_  
Contact telephone number(s) \_\_\_\_\_  
Email \_\_\_\_\_

### Vehicle Details

Registration \_\_\_\_\_ Make / Model \_\_\_\_\_  
Registration \_\_\_\_\_ Make / Model \_\_\_\_\_  
Registration \_\_\_\_\_ Make / Model \_\_\_\_\_

If you live in a Residents Parking Zone, you can apply for a permit for your vehicle and an annual supply of 60 days of visitor permits.

Which type of permit do you want? \* (See Guidance overleaf)

<b>Resident's permit</b>		<b>Visitor's permit</b>	
<b>Business permit</b>		<b>Business visitors Permit</b>	

**Businesses only qualify for 1 Business Permit and an annual allocation of Visitor Permits.  
Parking Zone C Excluded.**

**Before submitting your application, please check that you have enclosed the following:**

**The completed application form • Proof of address: Council Tax Utility Bill (for properties in Parking Zone C, we will only accept the current Council Tax) • Proof of vehicle ownership / details (Registration Document / Insurance Schedule)**

### DECLARATION

I certify that I have read the conditions of issue and that the details given are true. I understand and accept that any permit issued to me maybe revoked and invalidated if I have misrepresented the facts or provided false information

Signed.....Date .....

## **To enable us to send permits you must to provide one or more of the following:-**

### **\*A completed application form (All Cases)**

**\*Proof of Residency** – e.g. A current Council Tax, Utility Bill, Tenancy Agreement. This information should clearly indicate your name and address of the property which you are applying for. (*Residents Vehicle & Visitor Permits*) (**All Cases**)

**\*For each vehicle proof that vehicle is registered to the property.** - I.e. The V5 document (Log Book) or Vehicle insurance documents (*Resident Vehicle Permits*)

**For company vehicles** – A letter from the company with their logo on it will be accepted in lieu of a registration or insurance document. This must detail the employee / resident's name, address and details of the vehicle(s) they are permitted to drive. (*Resident Vehicle Permits*)

**For Business permits** - Proof of Business – e.g. Council Tax, Utility Bill. This information should clearly indicate the business name and address of the property which you are applying for.

**Businesses only qualify for 1 Business Permit and an annual allocation of Visitor Permits.**

**Parking Zone C Excluded.**

Please send your application by post or email and once the required documentation is received we will issue permits to you accordingly. Where possible we would ask you not to send original documents, please send copies only. If you are sending original documents, please stipulate that you would like them to be returned. All permit documentation is securely disposed of, once your application has been processed.

Information can either be emailed to [parkingpermits.carlisle@cumbria.gov.uk](mailto:parkingpermits.carlisle@cumbria.gov.uk) or copies posted to **Parking Services, Cumbria County Council, The Parkhouse Building, Baron Way Kingmoor Business Park, Carlisle, CA6 4SJ.**

**Please do not attend in person as our reception staff will be unable to process permit applications**

### **TERMS & CONDITIONS**

1. The applicant must reside at the property described on the application form.
2. The property must be within an area subject to limited waiting restrictions where a residential exemption applies and is signed as such. A permit will be issued according to the parking zone you live in.
3. Your resident parking permit only entitles you to park in the zone for which the permit is issued.  
The Council cannot guarantee a parking space will always be available to you.
4. You need a separate permit for each vehicle. The permit is only valid for the registration number on the permit.
5. You must ensure that your permit is valid and clearly displayed on your windscreen at all times.
6. Permits are not transferrable when you move from the property. In the event of a change of vehicle or address, a new application must be made.
7. Permits must not be altered, overwritten or defaced in any way and cannot be electronically copied or reproduced.  
Permits are only valid if they are issued by Cumbria County Council.
8. Reminders will not be issued. It is your responsibility to apply for new permit within one month of the expiry date.
9. It is your responsibility to ensure that your vehicle is legally parked at all times. You must not park on yellow lines or in parking bays reserved for specific users. This will result in enforcement action being taken.
10. Failure to comply with the terms and conditions of use will result in the cancellation of the permit(s).
11. All permits must be returned to Cumbria County Council when moving out of the property.