

**Malvern Hills District Council**  
**RESIDENT PERMITS TERMS OF USE**

1. The Council may issue a resident permit and a time wheel to an eligible person upon payment of a prescribed fee ("the holder").
2. Provided the holder parks an identified vehicle in accordance with this Schedule, the identified vehicle may wait:

in a parking place for a period of not more than 2 hours in any 4 hour period;  
in any Council owned car park

An eligible person means a person whose principal residence is in the Council's administrative area.

3. An identified vehicle means:
  - a. a vehicle with no more than 9 seats and an unladen weight not exceeding 2450 kg; and
  - b. the holder is either the registered keeper or owner; and
  - c. the registration number recorded on the Council's parking database.
4. A person may be required to provide proof that they are an eligible person and that the vehicle meets the requirements of paragraph 4(a) and 4(b) as the Council may reasonably require.
5. The prescribed fee is £25.00 per annum and a resident permit is valid for 12 months from the date of purchase.
6. A time wheel may only be issued on the first application made by an eligible person. The Council will issue a new time wheel if the time wheel is lost, stolen or damaged on application a holder and payment of a replacement fee of £4.00.
7. A holder who intends to use a resident permit is required to:
  - a. set the time wheel accurately to the time of entry to a parking place at whichever of the following times next follows his actual time of arrival; on the hour, fifteen minutes past the hour, thirty minutes past the hour or forty five minutes past the hour; and
  - b. display the time wheel underneath the front windscreen of the identified vehicle so as to ensure that the time of entry is visible from the outside of the identified vehicle immediately on arrival to a parking place in accordance with paragraph 2 of this Schedule.
8. After the time wheel has been set in accordance with paragraph 8 no person shall alter the indications given by the time wheel while the vehicle remains in the parking place.
9. No person shall display on any vehicle any time wheel which has been altered defaced or damaged or the detail of which are illegible.

10. A resident permit may not be used if it has been used in a parking place in the 2 hours preceding entry to that parking place.
11. If the holder of a resident permit contravenes any part of this Schedule, a parking charge is payable as set out in Schedule 1 and if a ticket is purchased at a ticket machine, it must be displayed in accordance with Article 24.
12. The Council may invalidate a resident permit if it considers that it is not being used in accordance with this Schedule after providing 7 days notice of its intention to the holder of the resident permit.
13. The Council shall be entitled to refuse to issue a resident permit and time wheel to an eligible person who has previously contravened the terms of this Schedule.
14. The holder of a resident permit must notify the Council of a change of an identified vehicle or address either:
  - a) by entering details of the new vehicle using the Council's dedicated parking permit website; or
  - b) by telephone to the dedicated parking number as advertised on the Council's dedicated parking permit websitebefore using the resident permit after such a change of vehicle or address has occurred.
15. The holder of a resident permit must notify the Council if they are no longer an eligible person within 7 days of ceasing to be an eligible person and return to the Council the time wheel.
16. The holder of a resident permit who is no longer an eligible person shall not be entitled to a refund to the resident permit or the cost of the time wheel.