

Resident Event Day permit Terms and Conditions

Row Labels
Eligibility
For the prevention and detection of fraud, the Council may carry out automated checks to establish that applicants reside at an address provided - including checks against Electoral Roll and Council Tax data
If you are resident of a car-free development, you will not be eligible for a resident permit
The permit holder must be living permanently at the address in the Controlled Parking Zone (CPZ) for which the parking permit is required.
You must be aged 18 or over to be eligible for a permit
You must update your permit account / tell the Council if you move out of the CPZ area for which the permit has been issued.
Evidence
If your residency is not confirmed by automated checks of Electoral Roll and Council Tax data, you will be required to submit proof of residency - a digital copy of one of the following documents as evidence of your address: 1.A signed assured shorthold tenancy or the letter of completion from your solicitor in which they confirm the property is for your residency only 2.Letter from HM Revenues or Department of Work and Pensions, signed and recently dated 3.A signed Housing Association or Council Tenancy Agreement 4.Driving License photo identity card showing updated address within the Controlled Parking Zone (CPZ)
Where and when required, it is the responsibility of the applicant/account holder to upload or provide the documents requested during the account and/or permit application process.
General
Each resident can have a maximum of 2 permit per account
Failure to follow these terms and conditions may result in parking enforcement action and the cancellation of your permit
Force Majeure: Parking permit validity will not be affected by a Force Majeure Event - that which is beyond the reasonable control of the Council including but not limited to strikes, lock-outs or other industrial disputes (whether involving the workforce of the Owner or any other party), failure of a utility service or transport network, act of god, war, riot, civil commotion, malicious damage, compliance with any law or any governmental order, rule, regulation or direction, accident, breakdown of plant or machinery, fire, flood, pandemic, storm or default of suppliers or subcontractors.
In line with the Council's fraud protection policy the Council may also share this information with other bodies responsible for auditing or administering public funds for fraud prevention and detection purposes
Permit holders must ensure their account and contact details are up to date, that all the information provided is correct, and must renew any permit(s) on time.

Permits are not transferable between permit holders and the Council reserves the right to take the strongest possible action against anyone found to be buying on behalf of, selling to, or offering permits (including visitor parking permits) for sale to any third party. This action includes the permanent suspension of, or deletion of, a permit or permit account.
The Council reserve the right to amend the terms and conditions at any time.
The Council will carry out random checks and you may be required to submit further supporting information about your entitlement to a permit at any time
The Council will issue a virtual permit where and whenever possible.
Virtual and paper permits purchased from the Council remain the property of the Council at all times.
When applying for, renewing or maintaining your permit account, you confirm that you understand and accept the Council's current terms and conditions
Where a permit has been cancelled for a breach of the terms and conditions, the Council will take reasonable steps to notify the customer prior to the cancellation of the permit - but where these steps have been exhausted the customer may not receive prior notification of cancellation of the permit
Parking places / bays
A permit does not guarantee a parking space.
Parking places may be suspended by any person duly authorised by the Council or the police.
The permit entitles the permit holder to park in the residential permit and shared use bays within the Event Day CPZ in which they reside.
The permit holder must not park in a parking place where signs indicate it is suspended. The Council will endeavour to provide advance warning of a suspension. However, if an emergency arises, the suspension may be put in place without notification. Therefore, it is important that the permit holder checks their vehicle daily.
The vehicle must be parked within the bay markings.
Permit tariffs
Permits are priced in accordance with the Council's prevailing fees and charges.
Postal submissions
Where submitting documents by post to support a permit application, you must include the permit reference number provided
Refunds
The Council may not grant a refund where we conclude that the permit application has been made fraudulently
Vehicle
Foreign vehicles: Residents who own a foreign vehicle must provide the vehicle log book (V5C) or equivalent evidence that the vehicle is registered and taxed in its home country In line with DVLA guidance, if you are planning to live in the UK and use the vehicle for more than 6 months in the UK, you must register the vehicle with the DVLA, and subsequently upload the vehicle log book (V5C). On permit renewal, you will be required to provide the vehicle log book (V5C)
The Council will carry out automated checks to verify vehicle data, including engine size, type, emissions data and vehicle dimensions.

The permit holder must be the registered keeper of the vehicle or sole user (if the vehicle is a company car) and the vehicle must be registered to or kept at the address for which the application is being made.

The vehicle must not exceed 2.27 metres in height and 5.25 metres in length.

You are responsible for ensuring that the vehicle registration mark(s) assigned to the permit is correct at all times

You must update your permit account if you sell, dispose of, or no longer use or keep the vehicle the permit has been issued for.

On permit application, or change of vehicle, you will need to provide proof you are the registered keeper of the vehicle or sole user (if the vehicle is a company car). You must provide the vehicle log book (V5C).

If you have recently purchased a vehicle or have a leased or company vehicle please provide proof of tax (post office receipt or DVLA email receipt), plus one of the following:

- Evidence of purchase for example a formal company receipt (on company headed paper), in conjunction with the green 'new keeper' slip (V5C/2)
- An official hire or lease agreement clearly showing that the vehicle is kept at the address within the CPZ
- Confirmation of Registration Details plus bill of sale on headed company paper;
- If the new vehicle is a company car, we require a letter on company headed paper outlining that the applicant is the sole user and that the vehicle is to be kept at the address in the CPZ. We also require a copy of the hire agreement and a copy of the vehicle log book (V5C)

Penalty Charge Notices (PCNs)

The Council may carry out automated checks to verify if a permit applicant has any outstanding PCNs where either the statutory appeal process has ended or a challenge has not been made; where this is the case, the permit applicant may be alerted and prompted to settle outstanding charges or challenge if applicable.