



Official use only

Issue by:

Issue date:

Permit number/s:

**THE COUNTY OF HEREFORDSHIRE DISTRICT COUNCIL
RESIDENTS PARKING SCHEME – APPLICATION FORM**

Hereford – Castle Street, Cantilupe Street, St Ethelbert Street

PLEASE COMPLETE IN BLOCK CAPITALS.

**REASON FOR APPLICATION: New Permit/Change of vehicle/Replacement/ Renewal
(Delete as applicable)**

NAME:

ADDRESS:

.....

.....

TELEPHONE NO (DAYTIME):

TYPE REQUIRED: Vehicle Visitor

For a vehicle permit please provide:

VEHICLE REGISTRATION NUMBER:
(Please Print Clearly)

DATE PERMIT IS TO COMMENCE:

EXISTING PERMITS: Ref No..... Valid Until:
(Replacement only)

FEE: See reverse for charges.

PLEASE TICK METHOD OF PAYMENT: Cheque (payable to Herefordshire Council)
Credit/Debit Card (Please use attached form)

PLEASE ENCLOSE: see the reverse for the required evidence.

By signing this form I give you authority to check the Council Tax records to confirm residency. Tick this box if you do NOT wish to give authority to do this.

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

Signed

Date

INFORMATION:



- Application to be returned to: The Parking Team, Herefordshire Council, PO Box 224, Town Hall, Hereford, HR1 2XW
- Fee: £24.00 per permit – new, renewal, duplicate (vehicle only), visitor
£10.00 for a replacement permit to change a vehicle registration number
- Evidence required – you are required to provide the following with your application:

Vehicle permit – proof of vehicle ownership

Vehicle and/or Visitor permit - proof of residency if not authorising us to check your Council Tax account or you are not named on the account.

The following indicates what evidence is acceptable and what is not.

1) Proof of residency if appropriate:

The following are acceptable –

- Current utility bill (no more than 3 months old)
- Council Tax demand (current year only)
- Tenancy agreement
- Landline telephone bill

The following are not acceptable –

- Bank statement
- Mobile telephone bill
- Official letters addressed to the applicant e.g. child tax credit, Inland Revenue information, Job Seekers Allowance confirmation

2) Proof of vehicle ownership -

The following are acceptable –

- Registration documents – the vehicle **MUST** be registered in the applicant's name and at the address for which the application is being made
- We may consider a receipt of purchase provided the receipt/invoice shows the applicant's name and address and the date the vehicle was purchased, which must be within 3 weeks of the application date.
- If the vehicle is a company car you will be required to provide either a confirmation letter from the company that you are the sole user of the vehicle and it is in your possession at all times or a copy of the lease/hire agreement.

The following are not acceptable –

- Insurance documentation

- Change of vehicle registration – if you purchase a new vehicle you can apply to have the registration changed on an existing permit. For this you will be required to complete a new application form, provide proof of residency and vehicle ownership and pay an administration charge of £10.00. **Your existing permit will need to be surrendered to the Council before the new permit can be issued.**
- Renewals – renewed permits will automatically be issued with a commencement date of the expired permit, however a revised date may be considered where mitigating circumstances are provided in writing with the renewal application.

RESIDENT PARKING
Hereford – Castle Street, Cantilupe Street, St Ethelbert Street

Terms and Conditions

- 1) The occupier of each self-contained dwelling can apply for a maximum of two parking permits, subject to there being no current permits being held by another or previous occupier. You can only purchase one visitors and one vehicle permit. **You cannot purchase two visitors permits.**
- 2) The permits, which remain the property of Herefordshire Council, will be issued upon receipt of an appropriate completed form identifying the name and address for which the application is made. In addition to completing the application you will need to provide the following:

Visitors permit – proof of residency

Vehicle permit – proof of residency **AND** proof of vehicle ownership

See reverse of application form for acceptable documentation.

- 3) A permit does not give any right to the provision of a parking space, but simply allows a vehicle displaying a valid permit to park in excess of the permitted period laid down or in designated resident parking areas.
- 4) A permit will be issued in respect to a motorcar, motorcycle (with or without side-car), invalid carriage, or motor vehicle constructed or adapted for the purpose of carrying goods but not exceeding 3½ tonnes maximum gross weight.
- 5) The permits are invalid once the holder vacates the property, or disposes of a vehicle identified on a vehicle permit. Any invalid permits must be surrendered to Herefordshire Council.
- 6) New permits cannot be issued in respect of any dwelling until previous permits have expired or have been surrendered.
- 7) The permits are **only** valid in the streets which are included in the particular zone applied for and must not be used in any other location. A list of streets for this zone are listed at the end of these terms and conditions.
- 8) **Vehicles must NOT be parked in anticipation of a permit being received or whilst awaiting a replacement or renewal. Any vehicle not displaying a valid permit is liable to receive a Penalty Charge Notice.**
- 9) Fraudulent use of the permits **will** lead to the removal of the permits and may lead to prosecution.
- 10) Lost permits – a replacement visitors permit will not be replaced if the original is lost. A new permit will only be issued once the lost permit has expired and on receipt of a new application.

A duplicate vehicle permit can be issued, but you will be required to make a new application, completing the relevant application form and providing the necessary evidence. You will need to pay the full charge and the new permit will be valid for a full year from the date of issue.

PLEASE NOTE THAT A PERMIT DOES NOT GUARANTEE OR RESERVE ANY PARKING SPACE.



Castle Street, Cantilupe Street, St Ethelbert Street

Residents of the properties in the following streets will be eligible to make an application:

- Castle Street
- Cantilupe Street
- St Ethelbert Street

Permit holders for the above addresses will be permitted to park in:

- Castle Street
- Cantilupe Street
- St Ethelbert Street