

# Explanatory Information – Resident Parking Permit Application

This information is supplementary to the application as guidance on each section.

It is helpful if you include a telephone number on the form, in case there is a query with the permit application.

Complete application forms:

## Online:

[Apply Online](#)

By post: **Resident Parking  
Herefordshire Council  
Town Hall  
10 St Owen Street  
Hereford  
Herefordshire  
HR1 2SP**

## Contents

Explanatory Information – Resident Parking Permit Application .....	1
Section 1 eligibility guidance.....	2
Section 2 document guidance.....	8
Section 3 residency proof guidance .....	8
Section 4 fees guidance .....	9
Section 5 further guidance.....	9

## Section 1 eligibility guidance

Property eligibility list by zone

Below is a list of residential properties which may apply for permits plus the maximum number of permit(s) permitted for each dwelling within the zone. Once you have identified that your property is eligible, state which zone you are applying for in this section.

### Hereford

Hereford	
<b><u>Zone 1 – Portfields area</u></b>	Permit allowance: 2
<ul style="list-style-type: none"> <li>• Andrews Close</li> <li>• Central Avenue</li> <li>• Daws Road</li> <li>• Kyrle Street</li> <li>• Lloyd Street</li> <li>• Mansbridge Avenue</li> </ul>	<ul style="list-style-type: none"> <li>• Stonebow Road</li> <li>• St Guthlac Street</li> <li>• Symonds Street</li> <li>• Templars Lane</li> <li>• Turner Street</li> <li>• Vaughan Street</li> </ul>
<b><u>Zone 2 – Castle Street area</u></b>	Permit allowance: 2
<ul style="list-style-type: none"> <li>• Castle Street</li> <li>• Cantilupe Street</li> </ul>	<ul style="list-style-type: none"> <li>• St Ethelbert Street</li> </ul>
<b><u>Zone 3 - Bartonsham area</u></b>	Permit allowance: 2
<ul style="list-style-type: none"> <li>• Bartonsham Road</li> <li>• Clive Street</li> <li>• Crozens Lane</li> <li>• De Lacey Court</li> <li>• Eign Road</li> <li>• Foxglove Court</li> <li>• Green Street</li> <li>• Grenfell Road</li> <li>• Grove Road</li> <li>• Hampton Street</li> <li>• Harold Street</li> <li>• Ledbury Road (numbers: odds 1a-21 &amp; evens 2-50)</li> <li>• Mill Street</li> </ul>	<ul style="list-style-type: none"> <li>• Nelson Street</li> <li>• Park Street</li> <li>• Portfield Street</li> <li>• Springfield Place</li> <li>• St Giles Hospital</li> <li>• St James Road</li> <li>• St James Terrace</li> <li>• St Owens Gate</li> <li>• St Owen Place</li> <li>• St Owen Street between its junction with Bath Street and Ledbury Road (numbers: evens 74-130 &amp; odds 85-157)</li> <li>• Vicarage Road</li> </ul>
<b><u>Zone 4 – Barrs Court Area</u></b>	Permit allowance: 2
<ul style="list-style-type: none"> <li>• Aylestone Hill (numbers 1 – 17, odd numbers only) Barrs Court (20 – 53a, consecutive numbers only)</li> <li>• Geldof Grove</li> <li>• Hopton Road</li> </ul>	<ul style="list-style-type: none"> <li>• Link Road</li> <li>• Penn Grove Road (1 – 33 odd numbers &amp; 2 – 54 even numbers)</li> <li>• Robin Terrace</li> </ul>
<b><u>Zone 5 – Meadowbank area</u></b>	Permit allowance: 2

<b>Hereford</b>	
<ul style="list-style-type: none"> <li>• Bullrush Close</li> <li>• Foley Street</li> <li>• Highgrove Bank (numbers 1 - 4 &amp; 35 &amp; 40)</li> </ul>	<ul style="list-style-type: none"> <li>• Ledbury Road (numbers 23-33 &amp; 104 - 144)</li> <li>• Lichfield Avenue (numbers 1a - 2a)</li> <li>• Meadowbank Road</li> </ul>
<b><u>Zone 6 – Broadlands Lane</u></b>	Permit allowance: 2
<ul style="list-style-type: none"> <li>• Broadlands Lane</li> </ul>	
<b><u>Zone 7 – Venns Lane area</u></b>	Permit allowance: 2
<ul style="list-style-type: none"> <li>• Ainslee Close</li> <li>• Beechwood Court</li> <li>• Burwood Close</li> <li>• Churchill Close</li> <li>• Helensdale Close</li> <li>• Loder Drive</li> <li>• Lugg View Close</li> </ul>	<ul style="list-style-type: none"> <li>• Newstead Close</li> <li>• Overbury Court</li> <li>• Overbury Road</li> <li>• Russell Close</li> <li>• St Barnabas Close</li> <li>• Venn's Court</li> <li>• Venn's Lane</li> </ul>
<b><u>Zone 8 - Wye Street / St Martins</u></b>	Permit allowance: 2
<u>Wye Street</u>	<u>St Martins Street</u>
<ul style="list-style-type: none"> <li>• Riverside Court (numbers 1 – 10)</li> <li>• Old Ford House (numbers 1 – 5)</li> <li>• Wye View Villas (numbers 1 – 4)</li> <li>• Wye Street (numbers 8 &amp; 14)</li> </ul>	<ul style="list-style-type: none"> <li>• St Martins Street (Even numbers 2 – 10 &amp; 16 – 40) St Martins Street (Odd numbers 1 – 5, 9 – 41, 45 – 51, 71 – 75, 79, 81, 83 – 85)</li> <li>• King Georges Terrace (numbers 1 – 4)</li> <li>• Tower House</li> <li>• Taylors Court (Flats 1 – 15)</li> <li>• Drybridge House (Flats 1 – 38)</li> </ul>
<u>St Martins Avenue</u>	
<ul style="list-style-type: none"> <li>• St Martins House (Flats 1 – 4)</li> <li>• St Martins Avenue (numbers 4, 7 – 12, 12a, 14, 15 &amp; 16 – flats 1 &amp; 2)</li> </ul>	
<b><u>Zone 9 - Hereford</u></b>	Permit allowance: 2
<ul style="list-style-type: none"> <li>• Carless Close</li> <li>• Clifton Road</li> </ul>	<ul style="list-style-type: none"> <li>• Folly Lane (Evens 2 - 36, Odds 1 - 31)</li> <li>• Pilley Road</li> </ul>
<b><u>Zone 10 – Carter Grove</u></b>	Permit allowance: 2
<ul style="list-style-type: none"> <li>• Carter Grove</li> </ul>	
<b><u>Zone 11 – Station Road area</u></b>	Permit allowance: 2
<ul style="list-style-type: none"> <li>• 1 to 4 Sarnia Court, Station Road</li> <li>• 8 to 14 Station Road</li> </ul>	<ul style="list-style-type: none"> <li>• 20 Barton Road</li> <li>• 28 Barton Road</li> </ul>
<b><u>Zone 12 – Old Mill Close</u></b>	Permit allowance: 5
<ul style="list-style-type: none"> <li>• 23 to 47 Friars Street</li> <li>• 1 to 55 Watkins Court, Old Mill Close</li> </ul>	<ul style="list-style-type: none"> <li>• 1 to 6 Harpers Court, Old Mill Close</li> <li>• 1 to 18 Old Mill Close</li> </ul>
<b><u>Zone 13 – Penn Grove Road</u></b>	Permit allowance: 5

<b>Hereford</b>	
<ul style="list-style-type: none"> <li>• Penn Grove Road – Odd numbers: 37, 39, 41, 43, 45, 47, 49, 51, 53, 55, 57, 59, 61, 63, 65, 67, 69, 71, 73</li> <li>• Admirals Close numbers: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 12A, 14, 15, 16, 17, 18, 19.</li> </ul>	<ul style="list-style-type: none"> <li>• Penn Grove Road – Even numbers: 56, 58, 60, 64, 66, 68, 72, 74, 76, 80, 82, 84, 86, 88, 90, 92, 94, 96, 98, 100, 104, 106, 108. (Note this range includes the premises in the U80344 Penn Grove Road Cul de Sac)</li> </ul>
<b><u>Zone 14 – Elm Road</u></b>	Permit allowance: 5
<ul style="list-style-type: none"> <li>• Elm Road numbers: 1, 3, 5, 6, 7, 8, 9, 10, 12, 14, 16, 18, 20 &amp; property known as Hinton</li> </ul>	<ul style="list-style-type: none"> <li>• Southbank Road number: 19</li> </ul>
<b><u>Zone 15 – Bryngwyn Close</u></b>	Permit allowance: 5
<ul style="list-style-type: none"> <li>• Barrs Court Road (1 – 23)</li> <li>• Bulmer Avenue</li> <li>• Bryngwyn Close – All residential properties – Odd numbers (1 The New Bungalows), 9, 11, 13, 15, 17, 19, 21, 23, 25, 27, 29, 31, 33, 35, 37, 39. Even numbers 2, (2 The New Bungalows), 2A, 4, 6, 8, 10, 12, 14, 16, 18, 20, 22, 24, 26, 28, 30, 32, 34, 36, 38, 40.</li> </ul>	<ul style="list-style-type: none"> <li>• Bryngwyn Court</li> <li>• College Road (2 – 80 &amp; 3 – 61)</li> <li>• Esmond Road</li> <li>• Geoffrey Avenue</li> <li>• Frank Owen Court</li> <li>• Lingen Avenue</li> <li>• Richard Weaver Court</li> <li>• Stallard Court numbers 1, 2, 3, 4, 5, 6, 7, 8.</li> </ul>
<b><u>Zone 16 – Breinton Road</u></b>	Permit allowance: 5
<ul style="list-style-type: none"> <li>• C1189 Breinton Road – All residential properties between 6 and 74 inclusive of even numbers only</li> </ul>	
<b><u>Zone 17 – Whittern Way</u></b>	Permit allowance: 3
Permits for this zone are for on street only, and do not include any car parks. Members of the public who want a permit for a car park will need to seek advice from the relevant car park owner.	
<ul style="list-style-type: none"> <li>• Aramstone Rise (1 – 14)</li> <li>• Collingwood Court (1 – 16)</li> <li>• Dartmouth Court (1 – 16)</li> <li>• Eastnor Drive (1 – 15)</li> <li>• Folly Lane (27, 38, 48A, 48B) Flats 1, 2, 3, 4 at 38 Folly Lane</li> </ul>	<ul style="list-style-type: none"> <li>• Garnstone Rise (1 – 24 including 11A)</li> <li>• Pigott Close (1 – 9) 11,13,15,17, 19</li> <li>• Prospect Walk (1 – 43 including 12A) &amp; (45 – 80)</li> <li>• Whittern Way (1 – 42 including 41A), (evens 44 - 54), (odds 43 - 55), (all 56 – 83), (odds 85 - 107), (evens 84 – 132), (evens 134 – 176)</li> </ul>

<b>Hereford</b>	
<b><u>Zone A - Hereford</u></b>	Permit allowance: 2
<ul style="list-style-type: none"> <li>• East Street between St Ethelbert Street and Offa Street (inclusive of numbers 23 - 89 East Street and 1 – 5 Pulling Mews)</li> </ul>	<ul style="list-style-type: none"> <li>• Barroll Street</li> </ul>
<b><u>Zone B - Hereford</u></b>	Permit allowance: 2
<ul style="list-style-type: none"> <li>• Bedford Street</li> <li>• Guildford Street</li> <li>• Oxford Street</li> </ul>	<ul style="list-style-type: none"> <li>• Ryelands Street – between Chandos Street and Whitecross Road (inclusive of numbers 1-21, Wallsend, Ryecroft, Newland, Winston, Merriville, Dinham &amp; The Laurels)</li> </ul>
<b><u>Zone C - Hereford</u></b>	Permit allowance: 2
<ul style="list-style-type: none"> <li>• Canonmoor Street: number 1 – 34</li> <li>• Moorfield Street: all numbers</li> <li>• Richmond Street (1 – 14 &amp; 25 – 34)</li> </ul>	<ul style="list-style-type: none"> <li>• Shinwell Road: numbers 5, 7, 9, 10, 11, 12, 13, 14, 15, 16, 17, 19, 21, 23, 25, 27, 29, 31, 33, 35, 37, 39, 41, 43, 45, 47, 49, 51, 53, 55</li> </ul>
<b><u>Zone D - Hereford</u></b>	Permit allowance: 2
<ul style="list-style-type: none"> <li>• Moreland Avenue – numbers 1 – 39, 41, 43, 45, 47, 49, 51, 52, 53, 54, 55, 56, 58</li> </ul>	<ul style="list-style-type: none"> <li>• Audley Crescent – numbers 1 – 36, 38, 40, 42, 44, 46</li> <li>• Courtnay Rise – numbers 1 - 22</li> </ul>
<b><u>Zone E – Hereford</u></b>	Permit Allowance: 2
<ul style="list-style-type: none"> <li>• Asquith close</li> <li>• Attlee Close</li> <li>• Balfour Close</li> <li>• Edgar Street (from the Junction of Nolan Road to the Junction of Penhaligon Way)</li> <li>• Gladstone Drive</li> </ul>	<ul style="list-style-type: none"> <li>• Keirhardie Close</li> <li>• MacMillan Close</li> <li>• Penhaligon Way</li> <li>• Rosebery (Rosebury) Close</li> </ul>
<b><u>Zone F - Hereford</u></b>	Permit Allowance: 2
<ul style="list-style-type: none"> <li>• Chester Close</li> <li>• Moor Street</li> <li>• Nolan Road</li> <li>• Millbrook Street (excluding numbers 39 – 41)</li> </ul>	<ul style="list-style-type: none"> <li>• Prior Street</li> <li>• Newtown Road (15 – 41a, 4 – 40 &amp; Ballard house)</li> <li>• Newtown Road Service Road (51 – 65 &amp; 69 - 91)</li> <li>• 179 Widemarsh Street</li> </ul>
<b><u>Zone G - Hereford</u></b>	Permit Allowance: 1
<ul style="list-style-type: none"> <li>• Canal Road (25 – 30)</li> <li>• Coningsby Court</li> </ul>	<ul style="list-style-type: none"> <li>• Coningsby Street (1 – 3, 9 – 15 &amp; 25 – 29), Charles Court and Redcoat Close</li> </ul>
<b><u>Zone H - Hereford</u></b>	Permit Allowance: 2
<ul style="list-style-type: none"> <li>• Walmer Street (1 – 11)</li> </ul>	

<b>Leominster</b>	
<b><u>Zone LA – Arkwright Close &amp; Broad Street</u></b>	Permit allowance: 5
<ul style="list-style-type: none"> <li>• Arkwright Close, Leominster – all residential properties from 1 to 38</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Broad Street, Leominster – all residential properties between numbers 34 to 46 inclusive.</li> </ul>
<b><u>Zone LA – Green Lane</u></b>	Permit allowance: 5
<ul style="list-style-type: none"> <li>• 1 – 9 Green Lane and 1 – 5 Thomas Court</li> </ul>	<ul style="list-style-type: none"> <li>• Applications for additional permits now open for permit start date August 2023.</li> </ul>
<b><u>Zone LB – Bargates</u></b>	Permit allowance: 5
<ul style="list-style-type: none"> <li>• Bargates – all residential properties between the junctions with Dishley Street and Westfield Walk.</li> </ul>	<ul style="list-style-type: none"> <li>• Bargates numbers 46 to 68 even numbers inclusive</li> <li>• Bargates numbers 27 to 75 odd numbers inclusive • - 1 to 4 Hester Clark Cottages</li> </ul>
<b><u>Zone LC – Ryelands Road</u></b>	Permit allowance: 5
<ul style="list-style-type: none"> <li>• Ryelands Road numbers 1 to 13 odd numbers inclusive</li> <li>• Ryelands Road numbers 16 to 38 even numbers inclusive</li> </ul>	<ul style="list-style-type: none"> <li>• Ryelands Road named properties; Lydney, Belmont, Greylands, Shemlan, Wellington</li> </ul>
<b><u>Zone LD – South Street and Coningsby Street</u></b>	Permit allowance: 5
<ul style="list-style-type: none"> <li>• South Street – all residential properties between junction of Westbury Street and junction of Churchill Avenue having a South Street-specific postal address</li> </ul>	<ul style="list-style-type: none"> <li>• Hawthorne Place – all residential properties</li> <li>• Coningsby Road -- all residential properties</li> </ul>
<b><u>Zone LF – Church Street and Pinsley Road</u></b>	Permit allowance: 5
<ul style="list-style-type: none"> <li>• Church Street - all residential properties</li> <li>• Drapers Lane (including Cordwainers Lane) - all residential properties</li> </ul>	<ul style="list-style-type: none"> <li>• The Coach House, Pinsley Road</li> </ul>

<b>Ross On Wye</b>	
<b><u>Zone RA – Ross On Wye</u></b>	Permit allowance: 2
<ul style="list-style-type: none"> <li>• St Marys Street</li> <li>• Wilton Road (between both junctions with Wye Street)</li> </ul>	<ul style="list-style-type: none"> <li>• Wye Street</li> <li>• Royal Parade</li> </ul>
<b><u>Zone RB – Ross on Wye</u></b>	Permit allowance: 2
<ul style="list-style-type: none"> <li>• Alton Street (numbers 1-3)</li> <li>• Church Street</li> <li>• Copse Cross Street</li> <li>• Olg Gloucester Road</li> </ul>	<ul style="list-style-type: none"> <li>• Walford Road (The Toll Cottage)</li> <li>• Old Maid's Walk</li> <li>• Church Close</li> </ul>
<b><u>Zone RC – Ross on Wye</u></b>	Permit allowance: 2
<ul style="list-style-type: none"> <li>• Edde Cross Street</li> <li>• Kyrle Street</li> </ul>	<ul style="list-style-type: none"> <li>• New Street</li> <li>• William Gilpin Place</li> </ul>
<b><u>Zone RD – Ross on Wye</u></b>	Permit allowance: 2
<ul style="list-style-type: none"> <li>• Cantilupe Road</li> <li>• Crofts Court</li> <li>• Crofts Lane</li> <li>• Gloucester Road (numbers 21-26, Oriel House, Beatrice House, Linton Rise)</li> <li>• Henry Street</li> </ul>	<ul style="list-style-type: none"> <li>• Hill Street</li> <li>• Smallbrook Gardens</li> <li>• Smallbrook Road</li> <li>• Station Street</li> <li>• Goodrich Court</li> </ul>

<b>Bromyard</b>	
<b><u>Bromyard – Church Street</u></b>	Permit allowance: 2
<ul style="list-style-type: none"> <li>• Church Street, Bromyard</li> </ul>	

<b>Colwall</b>	
<b><u>Zone CA - Colwall</u></b>	Permit allowance: 2
<ul style="list-style-type: none"> <li>• Brockhill Lodge</li> <li>• Homely Lodge</li> <li>• Garden Flat, Westleigh</li> <li>• Flat 1, Westleigh</li> </ul>	<ul style="list-style-type: none"> <li>• Flat 2, Westleigh</li> <li>• Flat 1, Arleydale</li> <li>• Flat 2, Arleydale</li> <li>• Flat 3, Arleydale</li> </ul>

## Section 2 document guidance

Visitor permits – these are not vehicle specific (i.e. without a registration number printed on) and can be used on any eligible vehicle. Only one is permitted for each property (this is part of your overall allowance). Therefore, no further details are needed.

Vehicle permits – these are permits issued to a vehicle. The allowance varies from scheme to scheme, see table above for the number permitted in the zone that you are applying for.

These will require evidence of ownership of the vehicle.

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
- New Keeper slip

Where evidence is being provided this can either be by post or email and can be a photocopy / scan of a document, it can also be a photograph. Please ensure that all relevant information is visible. Attach this to the postal application or to the email.

## Section 3 residency proof guidance

All applications require a proof of residency check, for either type of permit.

You can opt to allow us to check the council tax register by ticking the box. The applicant must be listed as being liable for the council tax at the eligible property.

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

Where evidence is being provided this can either be by post or email and can be a photocopy / scan of a document, it can also be a photograph. Please ensure that all relevant information is visible. Attach this to the postal application or to the email.

## Section 4 fees guidance

Fee:

- 1<sup>st</sup> permit - £30.00 – (new, renewal, duplicate (vehicle only) or visitor)
- 2<sup>nd</sup> permit - £30.00
- 3<sup>rd</sup> Permit - £75.00
- 4/5<sup>th</sup> Permit - £100.00 each
- £10.00 for a replacement permit to change a vehicle registration number

Payment can be made by **credit or debit card** by providing an email address where a secure link to take a payment can be provided once the permit application has been considered.

Payment can be made by **cheque** (made payable to Herefordshire Council) and enclosed in applications made by post.

## Section 5 further guidance

The application process and terms and conditions of use of a permit is covered by the Resident Parking Policy. This can be viewed [here](#).

By applying for a permit you agree to this policy and the terms and condition within.

For further assistance with any part of this application process please telephone 01432 26 0400.