



Resident Parking Permit

Guidance Notes and Application Form

A – Your entitlement to a Permit

You are entitled to purchase a Resident Permit if you meet the following criteria:

1. Your residence is within the Controlled Parking Zone (CPZ), except for residents of new developments of flats/apartments and houses constructed /adapted after 1st April 2008, or residents of a single dwelling, flat/apartment or house of multiple occupancy that has been formed as a result of a conversion of a building or part of a building after 12th August 2013.

If you do not regularly live and sleep at the premises you do not qualify for a permit irrespective of your interest in the property.

2. You own, keep and are the main user of a vehicle. The vehicle must not exceed **2.8 metres in height or 5.3 metres in length.**

Permits are not required for resident's motorcycles which may be parked free of charge in parking bays perpendicular to the kerb.

Second and third permits may be available to the household but at an increased cost.

You must provide proof of residence and vehicle ownership if your application is to be considered. The Council reserves the right to request further proof of residence or vehicle ownership if necessary.

B – Conditions of Use

The permit allows the vehicle bearing the registration shown on the permit to park within the lines of a marked bay in the zone indicated by the letter on the permit, free of time limits and charges. For the permit to be valid, it must be displayed so that all the details can be seen from the outside of the vehicle.

When parking in a zone other than the zone shown on the permit, you may need to pay the relevant parking charge. Time limits and charges for on-street parking bays are operational Monday to Saturday from 8am to 6pm. When parking, please check the time limits for the chosen bay which are always displayed on the adjacent signs.

The permit **does not** allow parking on yellow lines, footways and verges, taxi ranks, in car parks, disabled bays or loading bays, or in any 15-minute time restricted bay. If you do, you risk being issued with a Penalty Charge Notice. Currently the charge is up to £70 reduced to 50% if paid within 14 days.

The permit is not transferable between vehicles but a permanent change of vehicle can be made. The old permit must be returned or a photo of it sent with a clear score through the details saying VOID and documents detailing the new registration submitted. If the permit is lost, you should inform the Customer Services Centre immediately to arrange for a replacement. An administrative charge will be made for each of these services.

The permit must be returned to the Council if you change address or sell the vehicle and may be revoked if the Council has reason to believe that it is not being used in accordance with the regulations.

Permits are valid for 12 months and will commence on the day the application is processed.

C – How to Apply

Please complete the application form and attach all the documents specified in Part 3. The form and all documents should be returned to Bedford Borough Council, Customer Services Centre, PO Box 1494, Bedford MK40 9EA or hand posted at the Council's Customer Service Centre, 2 Horne Lane, Bedford MK40 1RA together with the payment.

D – Proof of Residency

You must include proof of your residential address and vehicle ownership with your application form. If you do not enclose all the required documents, your application will be returned to you.

Proof of residence:

One of the following documents in your name will be accepted:

- Council Tax Bill. This must be the current year's bill.
- Tenancy Agreement – must be current and signed by all the relevant parties.
- Utility Bill - Water / Electric / Telephone or Gas bill - must be less than three months old.
- Recent Bank Statement
- Driving Licence

The document submitted must show the name of the business and the address for which the Resident Parking Permit applies.

Proof of vehicle ownership:

One of the following set of documents will be accepted:

- Vehicle Registration Document (V5C).
- Hire / lease agreement.
- A letter from your employer, if the vehicle is a company car, confirming that it is owned / leased by the company and that you are the sole keeper of the vehicle.

If the vehicle was purchased less than 4 weeks ago, we can accept:

- Insurance certificate, cover note or garage bill of sale. Please note the garage bill of sale must show your name and the address for which the permit applies.

If you are the vehicle owner or hirer, the vehicle registration document (V5C), or hire agreement, must detail your name and address for which the permit applies. If your name and address do not match the details on the V5C, you will be requested to submit a copy of the updated V5C and may delay the issue of your permit.

Please note it is an offence not to inform the DVLA when there is a change to the name and/or address of the registered keeper of the vehicle.

Original documents will be returned to you with your permit. However, the Council is unable to accept responsibility for any documents sent through the post. Photocopied documents are acceptable.

OFFICIAL USE ONLY			
Date Issued		Permit number	
Documents checked		Payment method	
Actioned by		Amount paid	

Resident Permit Application

Please read the guidance notes carefully before completing this application form. Parts 1 to 5 of this form should be completed in **BLOCK LETTERS**.

PART 1 - PERMIT REQUIRED

- Resident Parking Permit (1st Permit) £25
- Resident Parking Permit (2nd Permit) £73
- Resident Parking Permit (3rd Permit) £94
- Change of vehicle details (Re-issue) £5 **Old Permit returned**
- Duplicate Permit (Original Lost / Mutilated) £10

Please explain why permit has not been returned:

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AMOUNT ENCLOSED: £

Cheque: Please make payable to Bedford Borough Council

Debit / Credit Card: Please provide a contact number and we will ring you for your card details.

PART 2 – PERSONAL DETAILS

Forename(s) in Full Surname Title

Address (please include flat number or house name where applicable)

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..... Postcode

Daytime telephone number

PART 3 - ENCLOSURES (please refer to section D of the guidance notes)

- Proof of residence:
- Council Tax Bill (Current year)
 - Utility bill
 - Driving Licence
 - Recent Bank Statement
 - Tenancy Agreement (Signed by all parties)

Proof of vehicle ownership or proof of new vehicle to change existing permit record:

- Vehicle registration document (V5C)
- Bill of sale, insurance certificate or cover note
- Hire / lease agreement
- Letter from employer

PART 4 - VEHICLE DETAILS / NEW VEHICLE DETAILS

Vehicle Registration

Make

Model

Colour

Does the overall height of the vehicle exceed 2.8m? YES NO

Does the overall length of the vehicle exceed 5.3m? YES NO

Are you the registered keeper? YES NO

If NO, who is the registered keeper?

PART 5 - DECLARATION - TO BE SIGNED BY THE APPLICANT

I hereby certify that the information I have provided is correct.

I have read and understood the conditions of use in Section B relating to the issue and use of the Resident Parking Permit. I shall surrender the permit to the Council should I change my vehicle or address, or if requested to do so by the Council.

It is an offence for a person to knowingly make a false statement for the purposes of obtaining a Resident Parking Permit. The Council will not hesitate to prosecute and a conviction will result in substantial penalties.

Signature

Date