

Resident Parking Permit Guidance Notes

A - Your entitlement to a Permit

You are entitled to purchase a Resident Parking 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.

Proof of residence and vehicle ownership must be provided before your application can be approved. The Council reserves the right to request further proof of residence or vehicle ownership if necessary. There is an appeals procedure available to you in the event of the Council refusing to issue a parking permit.

B - Conditions of Use

For the permit to be valid, it must be attached to the inside of the windscreen so that the details can be seen from the outside of the vehicle. 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.

When parking with the CPZ, but within a zone other than the zone shown on the permit, you may need to pay the parking charge. Time limits and charges for the bays are operational Monday to Saturday from 8:00am to 6:00pm. When parking, please ensure that you check the time limits for the chosen bay, which are always displayed on the signs adjacent to the bays.

The permit does not allow you to park on yellow lines, footways and verges, in car parks, taxi ranks, disabled bays, loading bays or in the two 15 minute time restricted bays situated in Zone K (Park Road West). 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.

This 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 this

permit is lost, you should inform Bedford Borough Council, 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. The permit may be revoked if the Council has reason to believe that it is not being used in accordance with the regulations.

C - Permit, Period & Cost

Permits are valid for 12 months. All permits will commence once payment has been made.

The cost of the first permit issued to a household is £25. Additional permits can be purchased and the same entitlement rules apply. The second permit for each household is £73 per year. The third permit for each household is £94 per year.

D - How to Apply

Please complete the online application form and attach all the documents specified in Section E.

E - Proof of Residency

If you are completing the online application you can attach scanned or photographic proof of your residential address and vehicle ownership with your application form. The photo must show the full document.

1. Proof of Residence

One of the following documents in your name will accepted:

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

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

2. Proof of vehicle ownership

One of the following 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.

Or if the vehicle was purchased less than 4 weeks ago we can accept:

- Insurance certificate or cover note or garage bill of sale (please note the 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 the address for which the permit applies.

If your name and current 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.