

## **ESSENTIAL WORKER PERMITS... GUIDANCE NOTES FOR USE IN RESIDENTS PARKING AREAS**

1. Essential Worker Permits are available to businesses requiring to park in Residents' Parking Scheme bays in the Plymouth area to carry out their daily business. **The permit is not valid in Pay & Display bays.** Valid possession of a permit does not guarantee that a space will be available in the area where parking is required. It allows a permit holder to occupy a space with his/her permitted vehicle within a designated area which would otherwise be empty,
2. Essential Worker permits are available to persons carrying out works at or to properties within Residents' Parking Areas, to persons carrying out professional visits to persons living at properties within Residents' Parking Areas and to persons providing a social need for residents living within Residents' Parking Areas.
3. The permit is not valid for parking at the business address to which it is issued. Workers who use their vehicle(s) solely as a means to commute to and from a workplace within a Residents' Parking Scheme will not qualify for a permit.
4. Applications may be made by post, by telephone or in person to the Parking Unit. The permit will be available on the next working day after the application is received. If the application is made by telephone or in person an application form must be completed at the Parking Unit and the required accompanying letter and proof of vehicle ownership is provided at the time of application.
5. Applicants when applying for Essential Worker permits will be required to attach an accompanying letter on headed company paper to the application form. The letter must verify the applicant's validity as an Essential Worker and state that the permit will be used in accordance with these Guidance Notes (paragraph 2 above).
6. The permit is valid for use in the closest available reserved permit holder space to the property being visited. The address of the property being visited is to be displayed in the windscreen of the vehicle on an official Essential Worker Permit Form provided when the permit is issued. Further supplies of the form are available from the Parking Unit.
7. A 'covert style' permit may be issued to those users who do not wish to be generally identified. I.e.: Social Workers, Bailiffs, Housing Officers etc. This permit will show only the registration of the vehicle and the expiry date. An 'overt style' permit will be issued to private companies showing the company name, registration number and expiry date.
8. Each vehicle requiring to use an Essential Worker Permit must make a separate application for an individual Essential Worker Permit for that vehicle. All permits will show the registration of the vehicle and the expiry date.
9. For a vehicle change the previous permit must be returned and a replacement permit will be issued at no extra cost. If the permit is not returned the previous charge will be made for a replacement permit. If the permit is lost or stolen and application is made for a replacement permit for the same vehicle a charge of £10 will be made.

### **IMPORTANT NOTES**

10. **It is the responsibility of the permit holder to ensure a valid permit is fixed on the inside of the windscreen with the accompanying official permit form, on the nearside of the vehicle. Failure to do so may result in a penalty charge for which, once issued, there is no refund.**
11. **The permit issuing office cannot be held responsible for permits sent out from the Parking Unit that do not reach their destination.**
12. **It is the permit holder's responsibility to ensure the permit is always current and renewed (if required) before the expiry date. The permit must be clearly visible while the vehicle is parked in the Residents' Parking Areas. You must ensure that the details on the front of the permit remain legible, if they become illegible, the permit must be returned to the Parking Unit for a replacement.**

**Please keep these notes in a safe place – they may help you in the event of a query.**