

PARKING SCHEMES GENERAL GUIDANCE NOTES

1. Privileged parking permits are available only to residents living in, and businesses operating from, certain designated streets. Valid possession of a permit does not guarantee that a space will be available in the area, it allows a permit holder to occupy a space with his/her permitted vehicle within a designated area which would otherwise be empty.
2. Business Use is defined as a vehicle being moved frequently throughout the day in the course of business. Business users who use their vehicle(s) infrequently or solely as a means to travel to and from their workplace will not qualify for a permit.
3. Applicants when applying for permits in respect of City Centre schemes will, when they send their application to staff at the Parking Unit, be required to produce documentary evidence of (a) their occupancy of the premises (dated within the last three months), e.g.: Council Tax Charge, Tenancy Agreement (b) ownership/keeping of vehicle e.g.: Vehicle Registration Document, Bill of Sale, AND (c) Driving Licence.
4. Application for permits, must be made by post with the documentary evidence above, at the risk of the applicant. Photocopies of required documents are acceptable.
5. If the application is for an Essential Visitor's Permit, the applicant or his/her representative must ensure that the Application Form has been completed and a Declaration Form (obtainable from my office) must be signed by the Applicant's Doctor or Home Care Manager confirming any infirmity/disability and that regular visits are essential by family members or Home Care Assistants. Proof of ownership/keeping of the vehicle by the applicant is not necessary for an Essential Visitor's Permit but Permits are restricted to one per eligible household. The permit is valid only between the hours of 10am and 4pm on the days when the Residents' Parking Scheme is in operation. This does not apply to the Greenbank Scheme where Essential Visitor's Permits are valid Monday to Saturday 9am to 7pm. (The City Council reserves the right to make such medical enquiries as may be necessary and its decision in regard to the issue or refusal of an Essential Visitor's Permit is final). The Permit will display a serial number.
6. Permits cannot be issued for vehicles owned/kept by non-residents in the area (except qualified business users and Essential Visitors).
7. If you change your vehicle, contact the Council with the details of the new vehicle and, as long as the original permit is returned, a replacement permit will be issued at no additional charge. If the original permit is not returned for vehicle change purposes the current charge will be made for an additional permit. In the event of the permit being lost or stolen it may be replaced, but the current charge will be made for the replacement (whether or not the original was charged for). If you cease to reside in the area please return your old permit to the permit issuing office.

IMPORTANT NOTES

8. **It is the responsibility of the permit holder to ensure a valid permit is fixed on the inside of the windscreen on the nearside of the vehicle. Vehicles found not displaying a valid permit whilst parked in a Residents Parking Bay will be issued with a penalty charge notice by the Plymouth City Council Parking Attendants. The permit issuing office cannot be held responsible for renewal forms sent out that do not reach their destination - it is the permit holder's responsibility to ensure the permit is always current and renewed before the expiry date.**
9. **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 unreadable, 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