

Proof of residency seen?
 Applied by post?
 How was payment made? Card Cheque

<i>For Office Use Only:</i>		Permit Expires	
Permit no:		Zone no:	
Receipt no:		Fee Paid:	
Date of Issue:		Issued by:	

APPLICATION FOR A RESIDENT'S PARKING PERMIT

Please complete in Block Capitals

Full name:			
Full Address:			
Telephone no:			
Email Address:			
Self-Contained Flat	<input type="checkbox"/>	House	<input type="checkbox"/> Please tick as appropriate (✓)
Please tick (✓) here if you have recently purchased/moved into this property. <input type="checkbox"/>			
Please tell us your moving date :			
If the address for which you are applying for a permit is a Holiday Home, please give below the address of your main residence.			
<p>Note: This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information, see http://www.eastsuffolk.gov.uk/yourcouncil/access-to-information/data-protection-act/.</p>			

DECLARATION

1. I hereby apply for a Residents' Parking Permit and confirm that I have read and understood the notes on the back of this application form.
2. I declare that the information I have provided on this form is true to the best of my knowledge.
3. I enclose my payment of £

Signature of Applicant: Date:.....

NOTES

1. All permits are valid for 12 months (eg permits starting on 1 April will expire on 31 March the following year).
2. The Residents' Parking Order applies to the following vehicles:
 - a. A motor vehicle constructed solely for the carriage of passengers and their effects and adapted to carry not more than 12 passengers exclusive of driver and not drawing trailer or caravan.
 - b. A motor cycle.
 - c. A goods vehicle which is constructed or adapted for use for the conveyance of goods or burden of any description whether in the course of trade or not with a maximum laden weight not exceeding 3,500kgs but does not include a vehicle drawing a trailer or caravan.
3. Each household is limited to one permit
4. The permit must be clearly displayed on a vehicle at all times when parking in a resident's parking area. Failure to do so may result in an Excess Charge Notice being issued to the driver.
5. The permit may only be used by permit holders (ie the person who the permit was issued to), anyone living at the permit holder's home or any bona fide visitor to the permit holder's home. Any other use will be in contravention of the Residents' Parking Order and result in the permit being revoked.
6. The permit can be transferred between vehicles if a household has the use of more than one vehicle or if they have visitors.
7. Any permit holder who ceases to reside at the address to which a permit was issued MUST return the permit to Waveney District Council at the Marina Customer Service Centre, Marina, Lowestoft NR32 1HH.
8. It is a criminal offence to deliberately make a false statement on your application form, or to use a permit you are not entitled to.
9. No permit will be issued unless the applicant provides an original of the current Council Tax bill or a Tenancy Agreement at the time of applying for a permit.
10. The Council will charge the sum of £6.00 for the replacement of any lost, damaged or stolen permits.
11. To ensure that the residents' areas are only used by cars with a permit, we employ Car Parking Officers to enforce the conditions.
12. Parking fines may be payable where a vehicle is parked in a marked bay without a permit/ticket or outside a marked bay (on yellow lines etc.). The council will issue a ticket for an illegally parked vehicle which will advise the owner how to pay the required fine or appeal against the ticket.

For further information please contact Customer Services on 01502 562111 or email us on parkingpermits@eastsoffolk.gov.uk .