

BEAUDESERT & HENLEY IN ARDEN JOINT PARISH COUNCIL

RESIDENT PARKING PERMIT



# CROFT CAR PARK

Dear Resident.

Thank you for your recent enquiry to obtain a parking permit, subject to both the legal restrictions and your property meeting eligibility criteria, to park in a residents parking scheme.

Please find attached an application form, which should be completed and returned to the address shown at the foot of this letter.

Once a correctly completed application form has been received Residents/Visitor permits will be processed within 5 working days. Failure to provide any necessary supporting documentation will result in an application being delayed.

Please note; the Conditions of the Permit Parking Scheme should be retained for future reference.

Regards,

A handwritten signature in black ink, appearing to read 'Ray Evans'.

**Ray Evans**  
**Parish Clerk**

*The JPC needs your personal details to provide you with the goods or services you have requested; therefore, in order to check your application, we may pass your information to other departments within the Council and relevant third parties. The JPC is required by law to protect the public funds it administers. We may share information internally and externally with other organisations responsible for auditing, or administering public funds, or where undertaking a public function, in order to prevent and detect fraud. We may also disclose information to a Specified Anti-Fraud Organisation for the purpose of preventing fraud under Section 68 of the Serious Crime Act 2007. For further information visit the JPC website.*

**All correspondence should be sent to:**  
**The Parish Clerk, Whitehouse Cottage, 179 High Street**  
**Henley in Arden B95 5BA**  
**01564 637 607**  
**clerk@henley-in-arden-pc.gov.uk**

**APPLICATION FORM  
FOR RESIDENTS PERMIT SCHEME**

**APPLICANT DETAILS**

**FULL NAME** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PHONE NUMBER** \_\_\_\_\_

**EMAIL ADDRESS** \_\_\_\_\_

**VEHICLE REGISTRATION NUMBER** \_\_\_\_\_

**VEHICLE MAKE & COLOUR** \_\_\_\_\_

**DOCUMENTS REQUIRED WITH THIS APPLICATION:**

1. Proof of residency
2. Proof of vehicle ownership

**DECLARATION**

I declare that I have read and agree to abide by the Conditions of the Permit Parking Scheme and I have also provided the required proof that I am entitled to obtain and use the permit I have requested.

Signed: \_\_\_\_\_

Date \_\_\_\_\_

**FOR OFFICE USE ONLY**

Proof of residency

Proof of vehicle ownership

Date issued

Visitors issued

Residents issued

Initials

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## DOCUMENTATION REQUIRED

**WHEN APPLYING FOR A RESIDENTS PERMIT YOU ARE REQUIRED TO  
SUBMIT THE FOLLOWING DOCUMENTATION WITH YOUR APPLICATION**

### **PROOF OF RESIDENCY**

One of the following documents :-

Utilities bill, bank statement, tenancy agreement or purchase completion statement (needs to be dated within last 3 months and show the applicants name and property address. This address must be where the permit is to be used). Photocopies only please.

### **PROOF OF VEHICLE OWNERSHIP**

One of the following documents:-

Vehicle registration document (V5C), insurance schedule (not insurance certificate, unless this certificate shows both the name and address of the Policy holder at the permit application address).  
Photocopies only please.

OR

### **FOR COMPANY VEHICLES NOT REGISTERED TO THE PERMIT APPLICATION ADDRESS**

A letter, on company letter headed stationary, detailing that the vehicle is kept at the permit address, full name of the driver and vehicle details (vehicle registration number, make, model & colour)



## CONDITIONS OF THE PERMIT PARKING SCHEME

1.

Parking permits remain the property of Beaudesert & Henley in Arden Joint Parish Council at all times. Permits may be cancelled in the event of misuse / abuse, or if false information is supplied in the application process. Any permit which is cancelled must be returned immediately to the Council. Permit holders must not:

- Copy, alter or manipulate the Parking Permit.
- **Hire or loan a visitors permit** to persons not visiting the Permit Holder's address.

2.

Residents are able to park in the designated parking places provided that an appropriate permit is clearly displayed in the vehicle.

3.

The original permit must be displayed in the windscreen of the vehicle it is issued to, clearly displaying the face of the permit detailing the permit number, vehicle registration number and permitted parking zone so that it can be inspected by the Council or its representatives.

4.

Vehicles must be parked correctly.

6.

No vehicles with an unladen weight of more than 3.5 tonnes is permitted to park in residents permit areas.

7.

There will be a £5.00 charge made to replace a lost or stolen visitors permit. Cheques and transfers are to be made payable to the JPC. This charge may be reviewed when replacing a stolen permit if a Police crime number is provided.

8.

Residents vacating a property within a Permit Parking Scheme must return all permits to the Parking Services.

9.

Should a resident request a replacement permit due to a change of vehicle, the old permit is to be returned to Parking Services along with a completed permit application form. Proof of the new vehicle's details and residency must be forwarded with the application in order to obtain a replacement permit for the new vehicle.

10.

If a permit is no longer required, please return it to Parking Services so that arrangements can be made to cancel it.

**PLEASE NOTE: Drivers that do not comply with Conditions of the Permit Parking Scheme are liable to be issued a Penalty Charge Notice by the JPC or its representatives.**

**The JPC reserves the right to amend any of these Conditions without prior notice should the need arise.**