

Existing permit	Expiry date	OFFICIAL USE ONLY	New permit	Expiry date

	<h2>Resident Permit</h2> <h3>Application form / Change of vehicle</h3> <p><b>Type of permit being applied for - Delete as applicable:</b>  1<sup>st</sup> permit at address – Yearly - £46.00, 6 monthly £24.00  (Free of charge for Blue Badge holders)  2<sup>nd</sup> permit at address - Yearly - £92.00, 6 monthly £48.00  Change of vehicle - £5.00 if old permit returned. £10.00 if not returned.  <b>Use one application form for each permit application.</b></p>	
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**Please read the notes and guidance provided overleaf**

**PART A: APPLICANT'S DETAILS**

Title:		First Names:	
Surname:			
Address:			
	Post Code:		
Telephone no:	Home		Work / Mobile
Email:			
Do you reside at least 4 days and nights at the above address?			<b>YES / NO</b>
How many vehicles does your household have?			
How many off-street parking spaces are available at the above address?			

**PART B: VEHICLE DETAILS FOR A NEW PERMIT APPLICATION**

Registration Number:		Make:		Model:	
Blue Badge number:		Issue date:		Expiry date:	
We can issue a 'shared permit' if you have some off-street parking but not enough for your vehicles. You will be issued with one permit showing all registration numbers. This will allow you to transfer the permit to the vehicle currently parked on the road. You can only park one of your vehicles on the road at a time with this permit. Please add additional vehicle details below if you would like a shared permit					
Registration Number:		Make:		Model:	
Name of Registered Keeper:					
Registration Number:		Make:		Model:	
Name of Registered Keeper:					

**PART C: VEHICLE DETAILS FOR A CHANGE OF VEHICLE**

Permit number:					
Registration to be deleted:					
New registration number:		Make:		Model:	

**PART D: CUSTOMER DECLARATION**

Residents' Permits will not be issued unless documentation is satisfactory. However, we may issue a Dispensation (FOC temporary permit) for your vehicle for up to two weeks to enable you to produce it.

I have read and understood the notes for guidance overleaf and hereby declare that all the information given by me on this form is true and to the best of my knowledge accurate. I understand that if any information given is false, I am liable to prosecution and the permit will be cancelled.

**I HAVE ATTACHED:**

Proof of residency	
Proof of vehicle ownership	
Payment details overleaf	
Signature:	
Date:	

## RESIDENT PERMIT – APPLICATION GUIDANCE

### 1. GENERAL INFORMATION

Resident Permits are available to residents living within the Controlled Parking Zone who own a vehicle and do not have any or insufficient off-street parking spaces. It is possible to be issued with a shared permit for more than one vehicle. The permit will display all registration numbers but only one vehicle may be parked on the road at a time. The others must be parked on private property unless you purchase another permit. Blue Badge holders can obtain a Resident Permit free of charge and this will be issued as the first permit. An additional Resident Permit is where the resident has applied for their 1<sup>st</sup> Resident Permit and requires another permit for an additional vehicle to be parked on the road.

### 2. TERMS & CONDITIONS

You **MUST**:

- Clearly display your permit so that all details can be checked when viewed through the front windscreen (nearside of the vehicle - either stuck on the inside of the windscreen or placed on the dashboard).
- Only use the permit in the vehicle for which it is valid.
- Display the original permit, copies are not allowed.
- Return your permit to us before we will:
  - issue a new permit for a change of vehicle (otherwise a charge will be made); or
  - issue a refund if you are cancelling your permit (if one is due).
- Contact Parking Services for a temporary permit (e.g., when the vehicle is being serviced and you have a courtesy vehicle).
- Renew the permit at least 21 days before the expiry date to ensure it arrives with you in time.
  - Whilst we may send reminders, it remains your responsibility to renew your permit.
  - If we receive your renewal application late you will be added to the waiting list if there is one. (If there are exceptional circumstances as to why you did not renew on time, we will consider whether or not to allow the late application.)
  - Evidence to support the purchase or renewal of a permit may be requested at any time and if the evidence is not provided, or if the evidence does not meet requirements, the permit may be cancelled and not renewed.
  - Renewals should only be requested by the named permit holder. If this is not possible, written permission should be provided by the permit holder to authorise the renewal.
  - Renewals of additional Resident Permits may not be granted if the need for 1<sup>st</sup> permits can no longer be met in a Zone.
- Park with consideration for others and not cause an obstruction to other road users or pedestrians.
- Park in accordance with all other parking restrictions e.g. yellow line restrictions, loading bans and specifically designated bays.
- Return your permit when you no longer require it or your current employment role ceases.

You **MUST NOT**:

- Alter or damage your permit as this will invalidate it.

### 3. CHARGES

£46.00 per year for the 1st Yearly Resident Permit, £24.00 for 6 months (free of charge if a Blue Badge holder)

£92.00 per year for Additional Resident Permit, £48.00 for 6 months (including second Blue Badge holders)

£5.00 to change the registration(s) on your permit and £10.00 to replace a lost, damaged (unless faulty) or stolen permit.

### 4. DEFINITION OF A RESIDENT

A person who sleeps at the premises for at least 4 nights every week. A person does not qualify unless this is the case, irrespective of their interest in the premises.

### 5. WHAT YOU NEED TO BRING - We only accept originals and not photocopies. PDF copies or photographs of documents may be acceptable, however we still reserve the right to request originals.

**Proof of residency** – One of the following in the applicant's name.

Council tax / utility bill dated within the previous three months.

If you have just purchased / rented the property, we may accept a Completion Statement or Tenancy Agreement.

**Proof of vehicle ownership** – One of the following in the application's name

V5C Vehicle Registration Certificate. A lease or hire agreement. If your company has provided you with a vehicle, a letter from your employer on headed paper stating that they have allocated it to you for your exclusive use.

**Payment**

Debit / credit card, we will phone you to take payment when your permit is ready.

Cash payment in person only, do not send cash by post.

### 6. CHANGE OF VEHICLE

A permit **MUST NOT** be altered. Complete this form to notify us of the change, return the current permit for replacement and enclose proof of your new vehicle ownership (V5C). A new permit will then be issued to you. In the event of a short term change of vehicle (e.g. a loan vehicle from a garage), full details of the temporary vehicle must be notified to Parking Services and a dispensation may be issued.

### 7. CANCELLING PERMITS

If you wish to cancel your permit before it expires, a refund may be made at £3.80 (1st permit) or £7.60(2nd permit) for each remaining **full** calendar month that is left on the permit. You must return your permit to us before we will issue a refund.

### 8. MORE INFORMATION / CONTACT US

Website: <http://www.crawley.gov.uk>

Email: [parking.services@crawley.gov.uk](mailto:parking.services@crawley.gov.uk)

Phone: 01293 438696

Post: Crawley Borough Council, Town Hall, The Boulevard, Crawley, West Sussex, RH10 1UZ

### 9. NATIONAL FRAUD INITIATIVE

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.