



# Application for Operational Parking Permit

## Part A: Resident's Particulars

Complete this section with your details.

Title:.....

Forename:.....

Surname:.....

Company or  
Organisation:.....

Company  
Address:.....  
.....

Postcode: .....

Position in Company :.....

Work Telephone No:.....

## Part B: Vehicle Particulars

A separate application must be completed for each permit applied for.

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Vehicle Registration No. (block letters and figures):.....

Whose name is on the vehicle registration document (please tick):

Yours

Employer

Lease/hire

Other

Make:.....

Model:.....

Colour:.....

Is the vehicle more than 5 tonnes?

Yes

No

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Part A	Part B
Date application received:.....  By:.....  Payment details:.....  Permit number issued:.....  By:.....  Zone:.....	

### Part C: Resident Scheme

Please select the applicable residents parking schemes.

#### Reigate & Banstead Borough

Horley Garden Estates HY1

Merstham Residents Area A

Merstham Residents Area B

Redhill Residents Area C

Horley Residents Area D

Redhill Residents Area E

Redhill Residents Area F

Redhill Residents Area G

Redhill Residents Area H

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Reigate Residents Area J

Redhill Residents Area K

Reigate Residents Area L

### Part D: Declaration

I have read and understood the notes for guidance attached and I hereby declare that all the information given by me is true to the best of my knowledge. I understand that if any information given is false, I am liable to prosecution.

I understand that, if I cease to provide care to a resident within the residents' parking scheme or cease to keep and use the vehicle, the registration of which is shown at Part B, I will surrender my operational parking permit to

**Parking Services, PO Box 527, Redhill, Surrey, RH1 6YT**

Signature: .....

Date: .....

For Office Use Only

**Any person knowingly making a false statement for the purpose of obtaining a residents' parking permit is liable to a fine not exceeding £1000 (Section 115 Road Traffic Regulation Act 1984)**

There is no charge for an operational parking permit.

Please ensure you have provided evidence from your employer showing that you provide care to a resident of a resident's parking zone.

### Residents' Parking Scheme: Explanatory Notes

**These notes should be read before completing the attached application form.**

#### **General Information**

The Residents' Parking Scheme is administered by Reigate & Banstead Borough Council on behalf of Surrey County Council. These notes explain the general provisions of the scheme and how it operates.

Essentially, the scheme enables eligible residents, on obtaining a permit, to park in parking bays, which are designated for permit holders as indicated on street signs. The permit is only valid in the area shown on the permit and also indicated on the signs.

In many streets, a number of 'permit only' parking places are available to reserve space during the day for residents and their visitors.

Households which do not have off-street parking facilities are entitled to purchase up to 2 parking permits. Households with one off-street space (garage/driveway, etc.) are entitled to 1 permit (if they have a second vehicle).

Residents parking facilities cannot legally be used unless a permit has been issued by the Council and is displayed.

Provided your application is straightforward, your permit will be issued within 5 working days of receiving your form.

#### **The Permitted Hours**

Please see [www.reigate-banstead.gov.uk](http://www.reigate-banstead.gov.uk) for the provisions of the scheme within your area.

#### **Definition of "Resident"**

A resident is a person whose usual place of abode and principal residence is within the controlled parking zone.

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A person who does not regularly live and sleep at those premises as a full-time resident does not qualify irrespective of his interest in the premises. An applicant with other residential addresses in the United Kingdom is required to state them.

### Proof of Vehicle Ownership

The Vehicle Registration Document (VRD) must be produced on application (photocopies will be accepted).

If the VRD is not available (only in the case of a recent change of vehicle ownership) a bill of sale/ invoice or an insurance cover note, specifying the vehicle number and your name or that of your company, may be acceptable.

If your vehicle is “owned” by your employer and the VRD is in the name of the company, a letter is required on headed paper from the Company Secretary (not the applicant) or someone of equal authority, specifying that the vehicle is allocated to you for your exclusive use as an employee, in addition to the VRD.

If the VRD has the current address of the applicant on, it can be accepted for both the proof of residency and proof of ownership of the vehicle.

For proof of ownership of the vehicle other acceptable documents may include insurance policy,

company letter, bill of sale (MOT certificate is not acceptable).

### Proof of Residency

The Council is empowered to require an applicant for a permit to produce such evidence as it may reasonably call for to satisfy itself that the applicant is a “resident”. A permit will not be issued if the Council is not satisfied. For proof of residency, acceptable documents may include utilities bill, driving licence, benefit book or rent book.

### Use of Permit

The permit must be displayed on the front of the vehicle to which the permit relates, when parked

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in a parking place within the residents scheme. The permit must be displayed on the front nearside of the windscreen, in the permit holder provided, with the obverse side facing forward.

### **Use of Parking Places within Residents' Parking Scheme Area**

Special signs identify the parking places in which resident permit parking is valid. The Council wish to make it clear that the provisions of the scheme do not empower the Council to allocate parking places to individual residents and also that the granting of a permit does not guarantee a space will always be available in a particular street.

### **Refund of a Residents Parking Permit**

If you cease to reside within the residents' parking scheme or cease to keep and use the vehicle, the permit must be surrendered for a refund to Parking Services, PO Box 527, Redhill, Surrey, RH1 6YT.

### **Change of Vehicle**

If the vehicle is replaced, please return your permit to Parking Services, together with proof of new vehicle ownership. A new permit will be issued within 5 working days.

### **Application Procedure**

Please complete, sign and post the application form, together with the appropriate fee, proof of residency and vehicle registration document to:

Finance Department  
PO Box 396,  
Reigate, Surrey, RH2 2ER

### **Special Note**

These notes are published for your information and assistance only. A copy of the Traffic Regulation Orders covering the resident's parking scheme may be inspected at the Town Hall, Castlefield Road, Reigate, Surrey, RH2 0SH during office hours.

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This leaflet is available in large print, braille, audio cassette and other alternative formats at your request. Please also inform us if you require this document in a different language. You can contact us on 01737 276000 for the alternative format you would like.

We will send it to you as soon as we can.