



Application for Resident's Parking Permit

Part A: Your particulars

Title.....

Forename.....

Surname.....

Address.....

.....

Postcode.....

Telephone No.....

When did you first occupy the above address?.....

Type of accommodation.....

How many off-street parking spaces are available at the above address? (number of spaces)

Garage.....

Driveway.....

Hard Standing.....

How many vehicles are owned by your household and registered to the above address?

.....

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Is this the only application for a resident's permit for your household? (please tick)

1st permit

2nd permit

Subsequent permit

Part B: Vehicle particulars

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

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

Make.....

Model.....

Colour.....

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

Yours

Employers

Lease/hire

Other

Is the vehicle more than 5 tonnes? (please tick)

Yes

No

Part C: Declaration

I have read and understood the notes for guidance 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 keep and use the vehicle, the registration of which is shown in Part B, or if I cease to reside at the address stated in Part A, I will surrender my resident's parking permit to:

Parking Services, PO Box 572, Redhill, Surrey, RH1 6YT.

Signature.....

Date.....

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

How to pay

Charges for the full year are £80 for the first resident's parking permit, £100 for the second resident's parking permit and £130 for any subsequent resident's parking permits.

To pay please send your completed application form together with proof of residency and vehicle registration document to parking.services@reigate-banstead.gov.uk and a member of our team will contact you to take payment over the phone.

Please ensure you have provided a telephone number you can be contacted on.

As of 1st April 2021, Reigate & Banstead Borough Council no longer accept cheque payments for the payment of a Resident's Parking Permit.

Reigate & Banstead Borough Council are acting as agents for Surrey County Council.

Applicants are reminded that:

- The Council will require an applicant to produce, such evidence in respect of an application as may be necessary to verify the supplied.
- Until Satisfactory evidence is provided, no resident permits will be issued.
- The Council's decision on who may be eligible to receive resident permits is final.

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- It is the responsibility of the resident to ensure the resident's parking permit is renewed and the Council is not obligated to send a reminder letter when a permit is due to expire.

For Office Use Only

RBBC On-street	KK612006402
Date application received:
Payment details:
Permit number issued:
By:

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 indicated on the signs.

In some streets, several 'permit only' parking places are available to reserve space during the day for residents and their visitors. In other streets signs are erected to show the whole road is reserved during specific times for residents and their visitors.

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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 10 working days of receiving your form.

The Permitted Hours

Please see 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.

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.

For proof of ownership of the vehicle other acceptable documents may include insurance policy, company letter, bill of sale (MOT certificate is not acceptable).

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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, Council Tax bill, 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 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.

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Paper Application Procedure

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

Parking Services

PO Box 527,

Redhill, Surrey, RH1 6YT

If your application is accepted, a member of our team will contact you to take payment over the phone.

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.

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.