

BOROUGH OF POOLE

RESIDENTS PARKING PERMIT – APPLICATION FORM



YOUR DETAILS

VERIFIED

Full Name: Mr/Mrs/Ms/Miss.....

Address:

.....

.....

.....Post Code:

Daytime contact number (s): 1st 2nd

Documents
Verified

Date Paid

Receipt Number

By applying you give us authorisation to check the Council Tax or Electoral Roll records to confirm your residence. If you are not named on these records you will need to supply further evidence of your residence e.g. Tenancy Agreement.

PERMIT DETAILS

VERIFIED

Are you applying for? New permit Renewal Replacement (£10 charge)

Vehicle Registration Document (Pages 1 & 2), Insurance Schedule or recent Purchase Order. (Applicants name, address and vehicle details must appear)

Current Council Tax Bill, tenancy agreement or rent book if not on the Council Tax or Electoral Roll records (as above)

If you are **renewing** your permit and your details (address and registration number) have not changed, you are not required to supply the above information this year, as we are trialling a new procedure (see reverse for more details)

Customer Ref.

Permit Number

VEHICLE DETAILS

VERIFIED

Registration number to appear on permit: (only one vehicle permitted)

.....

Signature

METHOD OF PAYMENT

Cheque or Postal Order enclosed (Made payable to BOROUGH OF POOLE)
Please do not send cash by post.

DECLARATION

I have read and understand the Conditions overleaf relating to the permit(s) and agree to be bound by them. The information I have given on this form is correct and complete. I understand that it is an offence to dishonestly make a false statement on this form or produce false information (or cause or allow another to do so) or to misuse or allow my permit to be misused and that in such circumstances the Council may cancel my permit and prosecute me.

Signed..... Date.....

Signature not required if emailing application. Your email is acceptance of the above declaration.

Please complete the details overleaf and send this form to the address below together with the required supporting documentation, if applicable, and payment. **Cheques should be made payable to "BOROUGH OF POOLE"**.

Parking Administration Section
Borough of Poole
PO Box 5038
Poole
BH15 2WG

Telephone number: (01202) 634240

Email: parkingadministration@poole.gov.uk

APPLICATIONS CANNOT BE MADE IN PERSON. PERMITS WILL BE ISSUED WITHIN 5 WORKING DAYS FROM RECEIPT OF PAYMENT.

Trial new procedure for renewals: - If your address and vehicle registration have not changed since last year, you are not required to produce any evidence to renew your permit this year. As part of the trial we will be contacting a number of permit holders during the year to obtain the required evidence. At the end of the year we will review the revised procedure to see how well it has worked and to decide if this will continue in the future.

Applications for new permits have to accompanied with the required evidence as detailed on the front page.

If your circumstances are different from the above then please contact the Parking Administration Section for further guidance on 01202 634240.

CONDITIONS OF USE

- **The charge for a 12 month Resident permit commencing from 1st April 2014 is £55.**
- Permits will only be issued with one registration number displayed.
- The permit does not guarantee the availability of a parking place.
- A permit will only be issued to a vehicle under 3500 kg in weight (this is the former private/light goods taxation class).
- The permit must be displayed on the windscreen of the vehicle and can only be used on the vehicle, with the registration number shown on the permit.
- The permit allows you to park for an unlimited time within those parking places in the area requested where the signs indicate a 2 hour limit and that permit holders are exempt.
- The permit is not valid for Council Housing Land. These permits need to be obtained separately from the Parking Administration Section.
- It is your responsibility to ensure that the permit is clearly shown on the vehicle that is parked in the designated area. Any Penalty Charge Notices issued for failing to display the permit will not be waived.
- If the registration number on the permit needs changing, please contact the Parking Administration Section with details of the new vehicle details. A new permit will then be issued on production of the required evidence and the old permit has to be returned on receipt of the new permit. **An application form is required.**
- Photocopying a permit is deemed as misuse and will result in your permit being revoked.
- If a permit has been altered or tampered with, then a Penalty Charge Notice will be issued to the vehicle displaying the permit.
- If your resident permit is stolen, then a replacement will be issued on production of a crime number from the Police to confirm the theft of the resident permit or vehicle. If your vehicle is written off and the resident permit lost, then a replacement will be issued on receipt of confirmation of the write-off. **Replacements for resident permits lost in other circumstances will not be issued.**
- The council reserves the right to withdraw any permit found to have been improperly issued or used.

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 fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information see www.boroughofpoole.com/nfi

Your personal information will be held and used in accordance with the Data Protection Act 1998. The Council will not disclose such information to any unauthorised person or body but where appropriate will use such information in carrying out its various functions and services. The council may also use this data in connection with the prevention or detection of fraud or other crime. The full privacy policy can be found at www.boroughofpoole.com/privacy-policy/