



RESIDENT OFF-STREET (OFF-PEAK) PERMIT APPLICATION FORM

Residents of Winchester's current permit zones may make application for the purchase of an Off-Street Permit for use within specific car parks. The permits may be useful for residents who currently have no on-street permit entitlement, or those who do currently have permits but require additional parking, early mornings, late afternoons and on Saturdays.

Car Parks included in this scheme	£ Annual
Cattle Market	100.00
Chesil Street (surface)	
St. Peters	
Worthy Lane	

*****Above prices are inclusive of V.A.T.***** - V.A.T. No. 189 4084 24

Off-Street permits will allow parking for the registered vehicle within the above stated car parks for specific periods* without the need for daily payment at the ticket machine. Spaces however cannot be guaranteed in any car park.

*Permit valid:	Monday to Friday	8am to 9am
	Monday to Friday	4pm to 6pm
	Saturday	8am to 6pm

How to obtain your Off-Street Permit

- Complete the application form on the reverse of this document and supply both proof of residency and proof of vehicle ownership.
- Supply – **Proof of Residency**
To satisfy us of your entitlement you must provide one of the following documents with any application:-
 - ❖ Council Tax Demand (*Most recent*)
 - ❖ Household utility bill – Water / Gas / Electric Bill (*issued within the last 3 months*)
 - ❖ Signed Formal Tenancy Agreement
 - ❖ A letter from an instructed Solicitor or licenced conveyancer confirming completion of house purchase (if applying for permits at time of occupation of property)
- Supply – **Proof of Vehicle Ownership**
Off-Street Permits are specific to the resident's own vehicle. To show that you are the keeper of your vehicle, please provide one of the following:
 - ❖ Vehicle Registration Document
 - ❖ Insurance Certificate (most recent)
 - ❖ Hiring/Leasing Agreement
 - ❖ If the vehicle is a company car - A recent letter from your employer confirming that the vehicle is owned/leased by the company and that you are the sole keeper and user
 - ❖ If you have purchased the vehicle within the last month - Garage bill of sale or insurance cover note

If applying in person, please produce your original documentation. If you are sending your application by post, we suggest you send photocopies. If you want to send originals we recommend that you use recorded delivery.

- Read and sign the Declaration at the foot of the application page.
- Submit the whole completed form together with payment, to Winchester City Council.

How to pay

By credit/debit card, postal order or cheque (**made payable to Winchester City Council**).

You may pay by cash or credit / debit card if you deliver your application to Parking Services but please do not send cash by post.

Send to:

Parking Services
Winchester City Council
City Offices
Colebrook Street
Winchester
Hants
SO23 9LJ

Or deliver in person:

Parking Services counter at Winchester
City Council, Colebrook Street,
Winchester.
Opening times are:
9.00am - 4.00pm Mondays to Friday

YOUR DETAILS (please write clearly in black ink and in CAPITAL LETTERS)

<u>Mr/Mrs/Miss/Ms:</u>	<u>Forenames:</u>	
<u>Surname:</u>		
<u>Address:</u>		
	<u>Post Code:</u>	
<u>Home Phone:</u>		Office Use: Date Stamp
<u>Work Phone:</u>		
<u>Email Address:</u>		

Your email address may be used by Parking Services to send you emails relating to permit matters. Winchester City Council shall not disclose your email address to any third parties.

Vehicle Registration Mark		Permit Renewal Number (if applicable):	
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<u>Office Use Only:</u>		Proofs Seen By:	
POR seen:		Veh Doc seen:	
TRN:		Pay Method:	Cash/chq/card person/post/fax
Application Number:		Permit Number:	
Valid Dates from/to:			
Issue Date:		Issued By:	

Declaration (this section must be completed for the application to be considered)

The following conditions apply to the issuing of Off-Street Permits: -

I **declare** that

- My usual place of residence is at the address given within this form and I acknowledge that I must return any relevant Off-Street Permits if I cease to reside in Winchester's permit zones.
- I understand that it is my responsibility to apply for renewal of any Off-Street Permit, when necessary.
- I am aware that the Off-Street Permit does not guarantee me a space within the specified car park.
- I understand that if I no longer require the Off-Street Permit, I shall be entitled to apply for a refund calculated pro rata for each full month unused (minimum 2 whole months), at time of receipt by the Winchester City Council Parking Services, of the surrendered Off-Street Permit.
- I understand that if any application for renewal of an Off-Street Permit is not made prior to the expiry date printed on the Permit, then the Off-Street Permit should not be used after its expiry, and any use may be subject to the issue of a Penalty Charge Notice.
- I acknowledge that there is a permit duplication cost of £10.00 in the case of loss, damage, mutilation or theft of the Permit and that any duplication is at the discretion of Winchester City Council.
- I understand that the Council will not accept liability for any original documents sent by post, if there is a failure in delivery.
- I understand and accept that Winchester City Council, may, at any time, request my permission to verify my residency before or after the issue of an Off-Street Permit, and that, should I refuse permission, it is likely that the Off-Street Permit will not be granted or will be withdrawn.
- The contents of this form are true and accurate to the best of my knowledge and belief and I understand and accept that if I have stated anything which I know to be false, or do not believe to be true, I shall be liable to prosecution.
- I acknowledge that the Council may withdraw any permit should any cheque, cash, credit/debit card or electronic transfer from the payee, as payment of the appropriate fee for the Off-Street Permit, be subsequently dishonoured.
- I understand that if a valid Off-Street Permit is not available for use in the car park, then the appropriate payment to cover the intended stay must be made at a car park ticket machine, immediately following arrival and parking.
- I understand that Winchester City Council reserves the right to change these conditions by one months notice.

Signature of Applicant

Date: