



WICKHAM SQUARE RESIDENT AND VISITOR OFF-STREET PERMIT APPLICATION FORM

Residents of qualifying properties within Wickham Square, Dairy Moor and Bridge Street, Wickham may make an application for the purchase of Off-Street permits and visitor scratchcard permits for use within Wickham Square car park. Permits will allow parking within Wickham Square car park without the need for daily payment at the ticket machine and will enable the holder to stay beyond the stated daily short-stay limit. **Space is not guaranteed in Wickham Square car park.**

Entitlement:

Residents of qualifying properties, within a 12 month period, may apply for up to:

**3 x Resident Off-Street Permits
30x Visitor Scratchcard Permits**

A **Resident Off-Street Permit** is specific to the resident's own vehicle. It displays the vehicle registration mark and can only be used for parking this vehicle.

Visitor Scratchcard Permits are for one day use on a particular day and for a vehicle specified by the user.

Permit entitlement relates to the property and not the individual, so in the case of shared properties, please discuss permit needs with fellow occupiers.

Cost:

The price of each permit per household purchased within a 12 month period:

**First and Second Resident Permit ----- £10 each
Third Resident Permit ----- £30 each
Set of 10 Visitor Scratchcard Permits ----- £5 per set**

Documents Required with application:

Proof of Residency – (all applications)

For either Resident or Scratchcard Permits, please supply one document as Proof of Residency.

Acceptable documents include:

- ❖ 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)

Proof of Vehicle Ownership – (Resident Permits only)

In addition to Proof of Residency document, for any Resident Permit, please also supply proof of vehicle ownership of the vehicle. If you are renewing a ticket and the vehicle is the same as the previous ticket, you do not need to supply Proof of Vehicle Ownership.

Acceptable documents include:

- ❖ 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.

To obtain your permit(s) or scratchcard permits, please complete the order form overleaf, sign the declaration and submit with the required document(s) and payment.

Payment

For postal applications, payment may be made by cheque (**payable to Winchester City Council**).

If you are delivering your application in person to the Parking counter at Winchester City Council, payment may be made by cash, cheque or credit/debit card. Please do not send cash by post.

Please send applications by post to:

Parking and Concessionary Travel
City Offices
Colebrook Street
Winchester
Hants, SO23 9LJ

Or deliver in Person to:

Parking and Concessionary Travel counter
opening hours are:
Monday to Friday 9.00am to 4.00pm

Your Details (please write clearly in black ink and in CAPITAL LETTERS)**Name:**

(Title, Forename, Surname)

Address:**Postcode:****Telephone Number:****Mobile/Work:****Email Address:**

Your email address may be used by Parking and Concessionary Travel to send you emails relating to relevant parking matters. Winchester City Council shall not disclose or provide your email address to any third parties.

Permit Requirements:

Resident Permits - Please enter the registration mark for each vehicle you wish to obtain a Resident Permit, and previous ticket number if you are renewing:

	Vehicle Registration Mark:	Permit Number to be Renewed (if applicable):
1.	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>

Cost:

This pricing applies to permit purchases within a 12 month period since 01/07/2010

First and Second Resident Permit	£10
Third Resident Permit	£30

Visitor Scratchcard Permits

How many sets of 10 Visitor Scratchcard permits do you wish to apply for? (maximum 3 sets per 12 month period from date of first purchase):

sets @ £5 per set

Documents to enclose - (Please see overleaf for a list of acceptable documents)

For **all** applications, please enclose a document as proof of residency.

To apply for a Resident Permit for a vehicle you have not previously obtained a ticket for; please enclose proof of vehicle ownership to show the vehicle is kept by you.

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 permit if I cease to reside in this residence in Wickham.
- I understand that it is my responsibility to apply for renewal of any permit, when necessary.
- I am aware that any permit does not guarantee me a space within Wickham Square car park.
- I understand that if I no longer require any Off-Street permit(s), I shall be entitled to apply for a refund calculated pro rata for each full month unused at time of receipt by Winchester City Council, of the surrendered permit(s), so long as the residual value of all permits surrendered total more than £15 in value. Refunds do not apply to Visitor Scratchcards.
- I understand that if any application for renewal of permit is not made prior to the expiry date printed on the permit, then the 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 the Parking Office.
- 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 permit will not be granted or will be withdrawn.
- I acknowledge that the Council may withdraw any Off-Street permit should any cheque, cash, credit/debit card or electronic transfer from the payee, as payment of the appropriate fee for the permit, be subsequently dishonoured.
- I understand that if a valid 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.
- 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 may be liable to prosecution.
- I understand that Winchester City Council reserves the right to change these conditions by one month notice.

Signature of **Permit Applicant**

Date:

Office Use Only**PROOFS****POR Type:****Initis:**

Paid £	TRN:	Veh 1:	Veh 2:	Veh 3:
Date Stamp	Permit No's:	1.	2.	3.
	SC No's.:			
	App No.:	Issued By:	Date:	