



Guest House Permit Application Form

e-mail permits@winchester.gov.uk
website www.winchester.gov.uk

Please complete this form if you are an owner of a Guest House wishing to apply for, or renew, a Parking Permit for guest use.

Guest House establishments must be registered with Winchester City Council and have no more than 6 bedrooms available for hire to registered guests. One permit may be purchased for use in respect of each room available for hire (up to a maximum of six).

Permit holders must park in accordance with normal parking regulations. In particular, during controlled hours, they may only park in designated resident permit parking bays. Vehicles must not park on the pavement or block other resident's driveways. **The permit is not valid in any of the city car parks.**

It is a requirement of the regulations that the permit is displayed on or adjacent to the nearside (i.e. passenger's side) of the front windscreen, in such a manner that the particulars are clearly legible from outside of the vehicle.

These permits do not allow parking in contravention of yellow "No Waiting" lines and failure to comply with any of these conditions may result in the issue of a Penalty Charge Notice. On street parking in Winchester, particularly in the city centre, is very limited and the provision of a permit will not guarantee that a space will always be available in the desired location.

In applying you accept responsibility for explaining the conditions of use for the permits to the users.

How to obtain your Permit

- Complete the application form on the reverse of this document.
- Read and sign the Declaration.
- Submit the whole completed form together with payment and a necessary document as detailed in the following section, to Parking Services at Winchester City Council.
- Your Permit will be posted to you following production.

Documents required to be supplied

To satisfy us of your entitlement to permits you must provide a suitable document with your application showing the Guest House name and address at which you are applying for a permit.

This could be your most recent Council Tax Demand or a bill issued within the last three months.

How to pay

If you are delivering your application in person to Winchester City Council, payment may be made by chip and PIN with a credit/debit card, postal order, cheque (**payable to Winchester City Council**) or by cash.

For postal applications, please send either a cheque or postal order (**payable to Winchester City Council**). 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

1) APPLICANT'S DETAILS		OFFICE USE ONLY	
Mr/Mrs/Miss/Ms: _____	Forenames: _____	Customer Number:	
Surname: _____	_____		
Position/Title Held _____	_____	DOI:	
Guest House Name _____	_____		
Address: _____	_____	INIT:	
_____	_____	T.R. No:	
Contact Number(s): _____	Post Code: _____	Streamline Slip No.: (If applicable)	
_____	Fax: _____		
Email Address: _____			
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.			

2. GUEST HOUSE PERMIT REQUIREMENTS			
Please state how many you require:	Total Cost:	Permit No. to be renewed (if applicable)	OFFICE USE ONLY
One permit may be purchased for use in respect of each room available for hire (up to a maximum of six). @ £50.00 per permit	£	1.....	Proof seen:
		2.....	Sign:
		3.....	Permit Numbers:
		4.....	1.
		5.....	2.
		6.....	3.
Total	£		4.
			5.
			6.
			Start:
			Expiry:

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

The following conditions apply to the issuing of Guest House Permits: - I **declare** that

- The Guest House is at the address given within this form and that I have not applied for more permits than there are rooms for hire.
- The Guest House is registered with Winchester City Council.
- I understand that it is my responsibility to apply for renewal of any Guest House Permit, when necessary.
- The permit will only be used by bona fide registered guests and I'm aware that the Permit does not guarantee the holder a space on-street.
- I acknowledge that the permit may be withdrawn if the conditions of issue are contravened.
- I understand that if I no longer require the Permit, 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, Parking Services, of the surrendered Permit.
- 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 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 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 Permit, be subsequently dishonoured.
- 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 that Winchester City Council reserves the right to change these conditions by one-month notice.
- 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.

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 of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information visit www.winchester.gov.uk

Signature of Permit Applicant

Date:
