



**Amenity Group/School**  
**Permit Application Form**

Amenity groups and schools are entitled to apply for up to **20** permits for use by persons attending their premises for the purpose of participating in activities organised by the amenity group or school.

An amenity group refers to an organisation which provides a service to the community and holds regular daytime activities primarily for adults.

Please complete this form if you are an authorised member of an amenity group or school wishing to apply for, or renew, a Parking Permit for group participants' use.

Permit users 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.**

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### 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.
- 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 amenity group/school name and address at which you are applying for a permit.

This could be a bill issued within the last three months or other recent tax demand.

### How to pay

If you are delivering your application in person to Parking Services, 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 & CCTV  
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	
<b>Mr/Mrs/Miss/Ms:</b> _____	<b>Forenames:</b> _____	<b>Customer Number:</b>	
<b>Surname:</b> _____			
<b>Position/Title Held</b> _____		<b>DOI:</b>	
<b>Amenity Group/School Name</b> _____			
<b>Address:</b> _____		<b>INIT:</b>	
	<b>Post Code:</b> _____	<b>T.R. No:</b>	
<b>Contact Number(s):</b> _____	<b>Fax:</b> _____	<b>Streamline Slip No.: (if applicable)</b>	

2. AMENITY GROUP/SCHOOL PERMIT REQUIREMENTS					
Please state how many you require:		Total Cost:		OFFICE USE ONLY	
<b>Up to 20 permits may be applied for.</b>  @ £25.00 per permit	£	<i>Proof Seen:</i>	<i>Sign:</i>		
		<i>Permit Number Range:</i>			
		First No:			
		Last No:			
		<i>Period:</i>			
		Start:			
		Expiry:			
<b>Total</b>		£			

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

The following conditions apply to the issuing of Amenity Group Permits: - I **declare** that

- The amenity group/school is at the address given within this form, provides a service to the community and holds regular daytime activities, primarily for adults.
- I understand that it the responsibility of the amenity group/school to apply for renewal of any amenity group/school Permit, when necessary.
- The permit will only be used by bona fide people attending the amenity group/school premises to participate in activities organised by the amenity group/school and that I am aware that the Permit does not guarantee the holder a parking space on-street.
- I acknowledge that the permit may be withdrawn if the conditions of issue are contravened.
- I understand that if the amenity group/school no longer require the Permit, the group or school shall be entitled to apply for a refund calculated pro rata for each full month unused, at time of receipt by the 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 the Parking Services.
- 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](http://www.winchester.gov.uk)

Signature of Permit Applicant

Date: