This section contains information about parking with your permits and what to do when your details change or you need to renew or apply for further permits. Please keep this section for reference.

**PERMITS PER HOUSEHOLD**

Within Winchester, each permit zone is classified as either **Inner Area** or **Outer Area**. If a property has full permit entitlement with no restrictions on the number of permits that can be issued, residents may apply for the following permits per household within a 12 month period:

<table>
<thead>
<tr>
<th>Inner Area</th>
<th>Outer Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>One Annual Resident Permit</td>
<td>Two Annual Resident Permits</td>
</tr>
<tr>
<td>One Annual Visitor Permit</td>
<td>Two Annual Visitor Permits</td>
</tr>
<tr>
<td>Two sets of 10 one-day visitor scratchcard permits</td>
<td>Two sets of 10 one-day visitor scratchcard permits</td>
</tr>
</tbody>
</table>

If you are unsure whether your property is one that has full entitlement, further information about properties with permit restrictions can be found online at [www.winchester.gov.uk](http://www.winchester.gov.uk). If you are unsure as to the property entitlement or availability of permits for your property, please contact Parking Services with your address details so this can be checked.

**USE OF PERMITS**

Resident and Visitor permits must be displayed on, or adjacent to the near side of the front windshield of the vehicle so that all the necessary details are visible: vehicle registration mark or the permit address for which the permit has been issued; the permit zone letter; the permit expiry date; the permit hologram. **Failure to correctly display any permit may result in the issue of a Penalty Charge Notice (PCN).**

If it is found that a permit has been sold or given to someone to use while not either resident at the property, or visiting the resident, the appropriate action will be taken. This may result in the cancellation of permits; refusal of any future permit application for the resident; and a penalty charge issued, where appropriate, to the vehicle in question.

**HOW TO PROVE ELIGIBILITY**

When applying for a permit, a permit renewal or for change of address for a permit, a proof of residency will need to be provided. When applying for a new resident permit, or a change of vehicle for a resident permit, proof of vehicle ownership will need to be provided. If you are applying for the discount offered for a low-emission vehicle resident permit, please supply the Vehicle Registration Document to show the vehicle's CO₂ g/km.

Please see below for acceptable documents.

<table>
<thead>
<tr>
<th><strong>Proof of Residency</strong></th>
<th><strong>Proof of Vehicle Ownership</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Council Tax Demand (most recent)</td>
<td>• Vehicle Registration Document</td>
</tr>
<tr>
<td>• Household Utility Bill – Water / Gas / Electric (issued within the last 3 months)</td>
<td>• Insurance Certificate (most recent)</td>
</tr>
<tr>
<td>If applying for permits at the time of initial occupation of property:</td>
<td>• Hiring/Leasing Agreement</td>
</tr>
<tr>
<td>• Signed Formal Tenancy Agreement</td>
<td>If you have purchased the vehicle recently:</td>
</tr>
<tr>
<td>• A letter from an instructed Solicitor or Licenced Conveyancer confirming completion of house purchase</td>
<td>• Garage bill of sale or insurance cover note</td>
</tr>
<tr>
<td></td>
<td>If the vehicle is a company car:</td>
</tr>
<tr>
<td></td>
<td>• A letter from employer confirming that the vehicle is owned/leased by the company and that you are the sole keeper and user</td>
</tr>
</tbody>
</table>

**WHERE TO PARK**

Permit parking places are marked out on the streets in white lines in the form of parking bays. The details and times of permit parking restrictions are given on nearby signs.

Your permit will allow parking within the marked parking areas where the zone letter on the sign indicates your zone as shown on the permit. These may be permit holder only parking places, limited waiting areas, or pay and display areas that have permit holder exemption. If your permit has two zone letters, you may park within the parking bays that indicate either of these permit zones. Vehicles must be parked wholly within the marked areas and not overlapping the lines, on the pavement, or blocking access to other people’s homes. Due to some areas having limited space for parking, it is requested that drivers try to park as considerately as possible, using the edge of the parking bay area to allow maximum number of vehicles to use the space. Yellow lines show where you are not allowed to park. As there may be more cars than places where permit holders’ parking bays can be provided, the issue of a permit cannot guarantee you a parking space.

The city is divided into inner and outer areas which are split into mini zones. Your permit will allow you to park within your mini zone(s) only, which is the zone in which your property is situated. Use the lists below to identify the zone in which you live. Some roads stretch across multiple zones and across the inner and outer Areas.
PERMIT ZONES - INNER AREA ZONE IDENTIFICATION LIST

Abbey Passage S Dummer Mews C Magdalen Hill* B St Cross Road* C Sutton Gardens M
Andover Road** P Durrington Terrace B Manor Close B St Georges Street* M Swan Lane P
Beggars Lane B Eastgate Street B/N Marston Gate P St Johns Hospital (Nth) N Symonds Street S
Blue Ball Hill B Ebden Road B Merchants Place M St Johns Hospital (Sth) S The Square S
Bridge Street B Gladstone Street* Q Middle Brook Street N St Johns Street B Tower Road Q/R
Canon Street C Great Minster Street S Moss Road B St Martins Close B Tower Street R
Chester Road B High Street* B/M/N/R/S Newburgh Street** Q St Michaels Gardens C Trafalgar Street S
City Road* P/Q/R Hyde Close P North Walls* M/N St Michaels Road C Trinity Gardens N
Colebrook Place S Hyde Close P Parchment Street M St Peter Street M Union Street N
Colebrook Street S Jewry Street* M/R Paternoster Road S St Swithun Street S Upper Brook Street** M
College Street C Kings Head Yard S Printers Row R St Swithin's Villas C Upper High Street* Q
Colson Close B Kingsgate Road C Romans Street C St Swithin’s Terrace C Victoria Road P
Colson Road B Kingsgate Street C Romans Road* Q St Thomas Passage P Wales Street* B
Cross Keys Passage N Lankhills Road T Rosemary Close B St Thomas Street P Water Lane B
Cross Street R Lamb Lane N Stilecote Place P Staple Gardens R Worthy Lane* P
Culver Road C Little Minster Street S Stockbridge Road** Q Worthy Road** P
Culverwell Gardens C Lower Brook Street N St Clement Street S Sussex Street* Q

PERMIT ZONES - OUTER AREA ZONE IDENTIFICATION LIST

Abbey Hill Close O Christchurch Road A/F Green Park Close 3A Moss Road Z6 St James Terrace J
Abbey Hill Road O Clausentum Road V Greenhill Avenue T Norman Road V St James Villas A
Abbotts Close 3B Clifton Hill J Greenhill Close T North View J St Johns Road 2C
Abbotts Road 3B Clifton Road J Greenhill Road T North Walls D St Mary Street 2A
Acom Close Z3 Clifton Terrace J Greenhill Terrace T Northlands Drive O St Matthews Road Z3
Airtie Corner 2A College Street W Grosvenor Drive 3A Nuns Road I St Pauls Hill J
Airtie Road U College Walk W Hampton Lane Z4 Nursery Gardens T St Stephens Road Z3
Alexandra Terrace A Colley Close 3B Hatherley Road L Octavia Hill 2A Stanmore Lane 2A/B
Alison Way J Compton Road A Hazel Court Z5 Oglander Road 3A Step Terrace J
Alsworth Terrace I Coney Green 3A Highcliff Road X Old Gardens 3B Stockbridge Road* K/L
Andover Road** L Conifer Close H Highfield Terrace J Owens Road L Stockers Avenue Z4
Arlington Place D Coppice Close Z5 Hiller Way 3A Park Avenue D Stoke Road 3B
Arthur Road I Coram Close 3A Hussey Close 3A Park Close 3B Stoney Lane Z1/Z3
Ashmore Road Z4 Corned Close T Hyde Abbey Road D Park Road 3B Stuart Crescent 2A
Ashwood Court Z4 Courtenay Road 3B Hyde Church Lane T Parkside Gardens Z4 Taplings Close Z1
Austen Close 3A Cranworth Road L Hyde Church Path I Paulet Place 2A Taplings Road Z1
Avenue Road K Chipstead Lane V Hyde Gate I Pemerton Road Z1 Tog Down Meads Z5
Back Street V Cromwell Road 2A Hyde Street I Petersfield Road X The Valley 2B
Baigent Close 2B Crowder Terrace J Imber Road 2B Pilgrims Gate K Thurnmond Crescent 2B
Bailey Close 2B Danes Road I Keble Street 2B Poets Way G Thurnmond Road 2B
Bar End Road* X Dawn Gardens 2B Kenfield Y Portal Road X Trussell Place Z1
Barney Close F Dell Road X King Alfred Place I Priinces Place 2A Trussell Crescent Z1
Battery Hill 2B Danham Close O King Alfred Terrace D Priinstead Close X Twist Close 3B
Beaufort Road A Devenish Road Z1 Kings Avenue 2A Quarry Road X Vale Road X
Bere Close Z3 Drayton Street 2B Kingsgate Village Q Queens Road Y Venham Road Z3
Bereeweke Avenue E/Z1 Dyson Drive 3A Kingsley Place 3A Ranelagh Road* F Walnut Grove K
Bereeweke Close E East Hill X Knight Close 3A Rosmery Road* J/T/U Walton Place 2A
Bereeweke Mews Z1 Edgar Road A/F Kyneigis Road Z3 Rosewarne Court I Warren Road Z6
Bereeweke Road E/Z1 Edgar Villas A Lainstowe Close Z4 Rowlings Road Z1 Warwick Close O
Bereeweke Way E Egbert Road I Langton Close L Ruffield Close Z2 Wayneflete Place 2B
Birinus Road I Elm Road K Lansdowne Avenue F Salcot Road O Weke Manor Close Z3
Boscothorpe L Eversley Place 2A Links Road K Sarum Road T Wentworth Grange U
Brassie Road L Fairfield Road H Lisle Court 2A Saxon Road I West End Close J
Browning Drive G Firmin Road Z6 Longfield Road Z6 Selborne Place 2B West End Terrace J
Burnett Close Z2 Fleming Road Z1 Lower Stanmore Lane F Shelley Close G Wessex Drive Z3
Canute Road X Fordington Avenue T Lynch Close Z3 Shepherds Road Z6 West Hill Park T
Cathedral View X Fordington Road K Lynford Avenue E Silwood Close E Western Road K
Cavendish Grove 3A Francis Gardens 3A Lynyrd Road F Slepers Delle Gardens U Westley Close Z4
Cedar Walk U Fromond Road Z1 Manningford Close 3B Southgate Villas A Westman Road Z1
Charles Close 3A Furley Close Z6 Mead Road F South View J Wharf Hill W
Chaulder Road 3A Garbett Road Z6 Mews Lane J Sparkford Close U Whiteshute Lane F
Cheriton Road* J/K Gardeners Close Z1 Middle Road J Sparkford Road U Winnall Manor Road 2B
Chesil Street* W/X Godwin Close Z2 Mildmay Street 2B St Catherines Road X Wolseyes Terrace W
Chesil Terrace* X Gordon Road D Milland Road X St Cross Road* A/V Woolford Close 2B
Chilton Close T Grafton Road A Millner Place Z2 St Faiths Road V Wordsworth Close 2B
Chilcombe Lane X Granville Place W Milverton Road T St Giles Close X Worthy Road** I
Christchurch Gardens F Greatfield Road Z1 Monks Road I St James Lane A/U Wykeham Place 2B

Roads marked with an asterisk* indicate that properties in that road will be entitled to two parking zones. Roads marked with two asterisks** indicate that only some of the properties in that road will be entitled to two parking zones. In these cases, residents will be given the zone in which their property is situated and one other adjacent zone. If you are unsure which zone your property falls within, please contact Parking Services for clarification. Any permit issued will only allow parking within the zone(s) shown on the permit.

Information Page 2
CONCESSIONS FOR INNER AREA RESIDENTS

Holders of Inner Area Resident parking permits (for Zones B, C, M, N, P, Q, R and S) may, on Saturdays only, park free in the following Winchester City Council operated car parks: Cattle Market, Chesil Multi-Storey, Coach Park, Durngate, Gladstone Street, St Peter’s, Tower Street and Worthy Lane.

This concession is not available while displaying a Visitor permit, or any permit for the Outer Area zones.

SUSPENSION OF PERMIT HOLDERS’ BAYS

Winchester City Council will occasionally need to suspend or partially suspend permit holders’ parking bays for road works or other reasons. Advance warning notices will normally be placed a few days before the suspension starts, but if it is for emergency works this cannot be guaranteed.

It is the permit holders’ responsibility to ensure that the bay in which their vehicle is parked is not suspended at any time. It is recommended that permit holders check the status of the relevant parking place once in every 24 hour period to establish if there is any scheduled suspension or problem with their parking.

If your vehicle is parked or left in a suspended parking bay it may result in the issue of a Penalty Charge Notice (PCN).
RENEWING YOUR PERMIT

When your permit is close to its expiry, if you wish to renew the permit, you should complete the permit application form and submit with the correct document(s) and payment. Winchester City Council aims to send renewal forms approximately three weeks before a permit expires, however this cannot be guaranteed. Parking permit forms can be downloaded online at www.winchester.gov.uk or requested by contacting Parking Services.

To allow time to process your permit renewal and for you to receive it, please ensure your application is made two weeks before the permit is due to expire.

CHANGE OF VEHICLE (RESIDENT PERMITS ONLY)

If you change your vehicle, your resident permit will need to be updated to show the new vehicle registration mark. You will need to return the permit to Parking Services and provide proof of ownership of your new vehicle and the replacement permit will be issued free of charge. Documents that can be accepted as proof of vehicle ownership are detailed on page 1 of this information leaflet.

If unable to apply for an immediate replacement permit you may make the following changes to your permit:

- Enter the registration mark of your new vehicle in black or blue ink in the box “NEW REG. NO.”
- Enter the date of this action in black or blue ink in the box “DATE”.

This will validate the permit for a period of ten days to allow an application to be made. If you have a Visitor permit you can use, this can also ensure compliance while your resident permit is updated.

CHANGE OF ADDRESS / PERMIT NO LONGER REQUIRED

If you move from your permit registered address, you should return your permits to Winchester City Council. Continued use of parking permits while no longer resident at the permit address may result in the issue of a Penalty Charge Notice.

If you move to another permit qualifying address, your permits should be returned to be transferred to your new address and parking zone. Proof of residency for your new address will be required. Replacement permits are issued free of charge.

If you move out of Winchester’s permit parking area, you must return all your permits to Winchester City Council so they can be cancelled and the new residents of the address can apply for their own permits. You will receive a refund of the value for the unexpired period remaining on your permit(s) if the total value is £10 or more. Refunds are not available for unused scratchcard permits.

Refunds are made by way of cheque within 14 days of receipt of returned permit(s) and request for refund. Refunds will not be processed if there is no return of the permit(s).

LOST PERMIT

If your annual resident or visitor permit becomes lost or damaged, you can apply for a duplicate to be issued. The existing permit will be made invalid upon issue of the duplicate. Any vehicle observed displaying an incorrect permit may be issued with a Penalty Charge Notice.

The fee for a duplicate permit is £10, however, a stolen permit may be duplicated free of charge if a valid police crime reference number is provided at the time of request for duplication. The duplicate permit declaration form can be downloaded online at www.winchester.gov.uk or requested by contacting Parking Services.

The issue of a duplicate permit is at the discretion of Winchester City Council. Duplicates are not issued for lost or damaged visitor scratchcard permits.

OTHER RESIDENTS PARKING OPTIONS

The following car park season tickets are available to residents of qualifying properties as follows:-

**Inner Area Residents Season Ticket** Price: £240.00 per year

Available to: Residents of a qualifying property for an on-street residents parking permit that is situated within one of the Inner Zones (Zones B, C, M, N, P, Q, R, S).

To park within car parks: Cattle Market, Chesil Multi-Storey, Crowder Terrace, Durngate, The Lido, Worthy Lane and the Barfield Close area marked “Season Ticket Group E” only.

**Residents 30% Discount Season Ticket** Price: from £901.60 – £1932.00 per year

Available to: Residents of a qualifying property for on-street parking permits

To park within car parks: depending on the season ticket group opted for, car parks included: Gladstone Street, St Peters, Tower Street, Cattle Market, Coach Park, Crowder Terrace, The Lido, Durngate, Worthy Lane, Chesil Multi-Storey and the Barfield Close area marked “Season Ticket E”.

**Off-Street, Off-Peak Season Ticket** Price: £100 per year

Available to: Any resident within Winchester’s permit parking zones

To park within car parks: Cattle Market, Chesil Multi-Storey, St Peters, Worthy Lane

Valid Times: Monday to Friday 8am-10am and 4pm – 6pm and Saturday 8am – 6pm

Further information and application forms for the above can be found online at www.winchester.gov.uk within the Parking Services pages.