



RESIDENT AND VISITOR ON-STREET PARKING PERMIT APPLICATION (FOR PERMITS FROM 01/04/20) Complete application pages 2-4 of this form to apply for permits

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

On-street parking permits are available for residents of certain properties in Winchester, for parking their own vehicle and for visitor parking at their property.

Permits are not required for motorcycles, which may park free of charge in on-street permit parking places.

Disabled Blue Badge holders may park in on-street permit parking places and pay and display bays without time limit and free of charge while displaying their badge.

PARKING

A permit will allow parking during the restricted hours within the marked parking areas where the zone letter on the sign indicates the same zone as shown on the permit. As there may be more cars than places where permit holders' parking places can be provided, **the issue of a permit cannot guarantee you a parking space.**

Some parking places are shared use with either pay and display or limited waiting. The permit allows parking in these areas where the sign states "except for permit holders" and displays the relevant zone letter. Where the sign does not specify the permit holder allowance for that zone permit, the permit does not allow an exemption to the limited waiting or pay and display restriction.

A parking permit does not allow parking on yellow lines during the restricted hours (single yellow lines in the majority of Winchester's zones and Zone 6 are mostly restricted 8am-6pm, Monday to Saturday and those within Zones 2A, 3A, 3B, 4, 5 and Z1 are 10am-4pm, Monday to Friday). Nearby plates or where there are none, Controlled Parking Zone entry plates, should be consulted to establish the exact hours of restriction.

PERMITS

A **Resident Permit** is specific to the resident's own vehicle and is used for parking that vehicle.

A **Visitor Permit**, or a **Visitor Scratchcard Permit** is for a person visiting or residing with the permit holder.

RESTRICTIONS ON PERMIT APPLICATIONS

Residents of newly built properties, or properties that have been recently converted may be subject to restrictions on the number of permits available. Affected properties are those constructed, converted or extended pursuant to a planning permission granted after 30th May 2002 for all Winchester's single lettered permit zones and Zones 4, 5 and 6; for the Zone 2 areas, affected properties are those pursuant to a Planning permission implemented after 16th August 2012; for Zone 3 areas, there are no restrictions.

For affected properties, the number of permits available shall not exceed the number of permits that were available at the same site prior to the development. In some cases, Winchester City Council will be unable to issue on-street parking permits to residents. In cases where residential properties have been developed or extended as to the number of properties, the original permit entitlement is shared between the resulting properties at the site.

PERMITS PER HOUSEHOLD

Within Winchester, each permit zone is classified as either **Inner Area** or **Outer Area**. If a property has full permit entitlement without any restrictions as stated above, residents may apply for the following permits per household within a 12 month period: -

Inner Area	Outer Area
One Annual Resident Permit	Two Annual Resident Permits
One Annual Visitor Permit	Two Annual Visitor Permits
Two sets of 10 one-day visitor scratchcard permits	Two sets of 10 one-day visitor scratchcard permits

The Permit Zone Identification List on Page 2 of the Information section may help to identify the permit zone for your property.

PERMIT PRICES

If a property has full permit entitlement, without the restrictions as stated above, the permit prices are: -

First Annual Permit of any type (Resident or Visitor)	£30.00
Any Additional Annual Permit	£70.00
Set of 10 Visitor Scratchcard permits	£13.00

In cases where permit entitlement is shared between multiple properties, it may be that another property already has one or more of the permits within the combined entitlement. Therefore, even if the permit you are applying for is **your** first permit, the £30 permit may not be available to you at this time.

A 50% or 75% discount is offered for a resident permit issued to vehicles with CO₂ of 90 g/km or less as shown within the Vehicle Registration document (V5). Full details are within the cost section of the application.

APPLICATION SECTION – PLEASE COMPLETE TO APPLY FOR PERMITS

Please complete this section to apply for resident/visitor parking permits. Please ensure you read and sign the declaration and submit with the correct document(s) and payment. Your permits will be issued once approved.

1. YOUR DETAILS

Mr/Mrs/Miss/Ms:	Forenames:
Surname:	Address:
	Post Code:
Phone:	Mobile/Work phone:
Email Address:	
<small>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 unless the law requires us to do so.</small>	

2. RESIDENT PERMITS - (Permit specific to the resident's own vehicle) If you are applying for Visitor Permit(s) only, please go to section 3.

For Office Use Only

How many resident permits would you like to apply for? <input type="text"/> <small>(please be aware of your property's permit entitlement)</small>	Docs Seen	By
Vehicle Registration mark(s): 1. <table border="1" style="display: inline-table; width: 150px; height: 20px; vertical-align: middle;"></table> 2. <table border="1" style="display: inline-table; width: 150px; height: 20px; vertical-align: middle;"></table>	1.	
	2.	

Proof of Vehicle Ownership

If you are applying for a new resident permit, please supply **proof of vehicle ownership**. If you are renewing a permit for the same vehicle as the permit to be renewed, you do not need to provide proof of vehicle. If you are applying for the discount offered for a low emission vehicle, you should provide the Vehicle Registration Document (V5) to show the vehicle's CO₂ g/km.

Acceptable proof of ownership could be any **one** of the documents below:-

- Vehicle Registration Document
- Insurance Certificate (most recent)
- Hiring/Leasing Agreement

If you have purchased the vehicle within the last month:

- Garage bill of sale or insurance cover note

If the vehicle is a company car:

- A letter from employer confirming that the vehicle is owned/leased by the company and that you are the sole keeper and user

2a. LOW-EMISSION VEHICLE DISCOUNT Please check the information within the Cost section opposite to see if you may be entitled to discount on your resident permit. If your vehicle does not qualify, please go to section 3.

For Office Use Only

If you are applying for the low-emission vehicle discount for one or more resident permit, please enter further vehicle details here.

Vehicle 1. <input type="text"/> CO ₂ g/km <i>(should be 0-90 to qualify)</i>	Vehicle 2. <input type="text"/> CO ₂ g/km <i>(should be 0-90 to qualify)</i>	Veh 1 details Conf ☐	By
Make & Model: _____	Make & Model: _____	Veh 2 details Conf ☐	

3. VISITOR PERMITS - (Permit linked only to the address of the property)

How many annual visitor permits would you like to apply for? <input type="text"/>	<small>(please be aware of your property's permit entitlement)</small>
How many sets of 10 day visitor scratchcard permits would you like to apply for? <input type="text"/>	

Permit availability is subject to the number of permits already issued to a property within the last 12 months and whether the property is subject to any permit issuing restrictions, as in the case of newly built/converted properties. In cases where permit entitlement is shared between properties, permit availability and price will depend on whether permits have been purchased and are current for any other properties within the development. Please see the section Restrictions on Permit Applications or check online at www.winchester.gov.uk for further details.

FOR OFFICE USE ONLY – Permits Issued

Res Permits:	Vis Permits:	By:	Other:	Done:
1	1		Previous to Withdraw? ☐	☐
2	2		Name:	
SCards PN:		Date: / /	Notes / Temp permit issued for dates?: ☐	
SC Serial No. _____ to _____				

4. PROOF OF RESIDENCY - all applications		For Office Use Only	
For all resident and visitor permit applications, including renewals, please provide one recent document to prove residency at the property. Please enclose one of the following:		Docs Seen	By
Council Tax Demand (most recent)	☐		
Household Utility Bill – Water / Gas / Electric (issued within the last 3 months)	☐		
If applying for permits at the time of initial occupation of property, either:			
Signed Formal Tenancy Agreement	☐		
A letter from an instructed Solicitor or Licenced Conveyancer confirming completion of house purchase	☐		

5. DECLARATION	
Please read the terms and conditions overleaf and sign this declaration for your application to be considered. I agree to the terms and conditions associated with Winchester City Council on-street parking permits.	
Signature of Applicant:	Date:
<div style="border: 1px solid black; height: 60px; width: 100%;"></div>	<div style="border: 1px solid black; height: 60px; width: 100%;"></div>

6. COST		For Office Use Only						
If your property has full permit entitlement these prices apply for permits issued within a 12 month period.		Payment made £						
<div style="border: 1px solid black; padding: 5px;"> <table> <tr> <td>First annual permit of any type</td> <td>£30</td> </tr> <tr> <td>All annual permits extra to the first</td> <td>£70 each</td> </tr> <tr> <td>One set of 10 visitor scratchcard permits</td> <td>£13 each</td> </tr> </table> </div>	First annual permit of any type	£30	All annual permits extra to the first	£70 each	One set of 10 visitor scratchcard permits	£13 each	Please see the information below regarding discounts for resident permits for vehicles with very low emissions.	Payment: Card ☐ Cash ☐ Cheque ☐
First annual permit of any type	£30							
All annual permits extra to the first	£70 each							
One set of 10 visitor scratchcard permits	£13 each							
Please enter the total cost of permits you are applying for £ <div style="border: 1px solid black; width: 100px; height: 30px; display: inline-block;"></div>		Application: Post ☐ Person ☐ PDN CAN No: <div style="border: 1px solid black; width: 100px; height: 20px; display: inline-block;"></div> ACR Ref: <div style="border: 1px solid black; width: 100px; height: 20px; display: inline-block;"></div>						
If you are applying for the discount for a resident permit, please include this within the cost.								
If you are unsure of the cost of your permits at this time, either because you have other permits already, or you live within a property that shares entitlement with another property/properties, you can contact Parking Services to confirm the cost, or if applying in person, this can be calculated at the time of application.								

DISCOUNTS FOR RESIDENT PERMITS FOR LOW-EMISSION VEHICLES

If your vehicle was registered on or after 1st March 2001 and your Vehicle Registration Document (V5) shows the CO₂ g/km figure of 90 or less, or is a wholly electric powered vehicle, you may be entitled to a discount on the price of your resident parking permit. If your vehicle was registered prior to 1st March 2001, the V5 document will not show the CO₂ g/km figure and will not qualify for the discount.

The table below shows, of the qualifying vehicles, the discounted price, dependent on the level of CO₂ g/km for the vehicle.

The discount is only offered for resident parking permits. Where possible, the resident permit affected will take the place of the first permit that would normally cost £30. In the case of outer area residents who have two vehicles that qualify for low emission vehicle discount, the first vehicle will receive a discount on the standard first permit cost of £30 and the second vehicle will receive a discount on the second permit cost of £70. The table below shows the new prices after the discount.

CO ₂ Emission (g/km)	First Low-Emission Permit	Second Low-Emission Permit
Up to 75 or electric vehicle (75% discount)	£7.50	£17.50
76-90 (50% discount)	£15.00	£35.00

TERMS AND CONDITIONS FOR SECTION 5 DECLARATION

In applying for and obtaining resident/visitor on-street parking permits, you agree to the following: -

- My usual place of residence is at the address given within this form.
- The motor vehicle(s) to which this application applies does not exceed six metres in length.
- I understand that it is my responsibility for applying for renewal of any parking permit when necessary.
- I am aware that a parking permit does not guarantee me a space within any parking place on-street.
- I acknowledge that I must return any relevant permit if:
 - a) I move out of the Winchester permit parking zones or move into a different property.
 - b) I no longer own or keep the vehicle for which a permit has been issued.
 - c) The method used to pay for the permit is subsequently dishonoured.
 - d) The vehicle for which a permit has been issued has been modified/adapted so that it no longer is a relevant vehicle.
 - e) The permit is mutilated or defaced.
 - f) Winchester City Council withdraws the permit.
- With the exception of visitor scratchcard permits, I understand that if I surrender a permit, I shall be entitled to apply for a refund calculated on the balance of the period remaining unexpired at the time of permit surrender to the Council, provided that the calculated balance is of a minimum value of £10. No refund shall be payable if a permit is surrendered as a consequence of reasons c), e) or f) above.
- I acknowledge and accept that there is a permit duplication cost of £10 in the case of loss or damage of a permit.
- I understand that if my permits are sold or given to someone who is not a visitor or resident of the property, I may be refused further permits and liable to prosecution.
- I acknowledge that the permit may be withdrawn if the conditions of issue are contravened.
- 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 the City Council, may, at any time, request my permission to verify my vehicle or residency before or after the issue of a permit, and that, should I refuse permission, it is likely that the permit will not be granted or will be withdrawn.
- I hold no other current Winchester City Council resident permit, visitor permit, or visitor scratchcard permit issued at any other property within the permit zones.
- I understand that submission of a signed application form for permits with payment does not constitute an approved application. All applications taken with payment at Winchester City Council cannot be considered as approved until full permits have been issued.
- I acknowledge that the Council reserve the right to withdraw any permits where the issue of the same has been made in error or contrary to the articles of the relevant Traffic Regulation Order in force at the time of issue of the permits.
- 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 and any permits issued may be withdrawn.

What we do with your information

The personal information that you supply in this application form will only be used to enable us to administer Winchester City Council's Residents Parking Permit scheme.

- We will not share your details with any third parties unless the law requires that we do so. 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
- Further information about how Winchester City Council uses your personal information can be found in our Privacy Policy: www.winchester.gov.uk/about/privacy-policy

7. DELIVER / POST TO

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

To deliver your application in person, please use the City Offices letterbox found on the outside of our reception area, Colebrook Street, Winchester.

For enquiries, please call 01962 848 346 during office hours or email: permits@winchester.gov.uk

8. PAYMENT

If you are posting your application, you can pay by credit/debit card by providing your details below or send a cheque (payable to Winchester City Council) with your application. **Please do not send cash in the post.**

Cards accepted:



I am paying by: **Credit Card** ☐
Debit Card ☐

Credit/Debit Card Number:

Expiry Date: Month Year **Issue Date:** Month Year **OR Issue No.**
(if applicable) (if applicable)

Signature of Card Holder:
(As shown on card)

Card Security Code:
(last three digits on back by signature strip)