

## Inner Area Residents Car Park Concession Permit Application

e-mail [seasons@winchester.gov.uk](mailto:seasons@winchester.gov.uk)  
website [www.winchester.gov.uk](http://www.winchester.gov.uk)

### Overview

The **Inner Area Residents Car Park Concession Permit** provides eligible residents with free evening (7pm-8am) and weekend parking in designated Winchester City Council car parks.

- **Eligibility:** Available to residents of inner area zones (**B, C, M, N, P, Q, R and S**) who have a live and current Resident parking permit purchased under the Hampshire County Council, Winchester permit scheme.
- **Not eligible:** Residents who do **not** qualify for on-street permits, or whose properties are in any **Outer Zones**.
- **Vehicle-specific:** The permit is issued to a **single vehicle** and displays its **Vehicle Registration Mark (VRM)**. It can only be used to park that vehicle.
- **Availability:** Parking is subject to availability; spaces cannot be reserved.
- **Fee: £60.00 (annual)**, inclusive of VAT (VAT No. **189 4084 24**).

### Where You Can Park

With a valid Inner Area Residents Car Park Concession Permit, you may park in the following car parks all day Saturday and Sunday and between the hours of 7pm-8am on Monday to Friday:

#### For all eligible Inner Zones (B, C, M, N, P, Q, R, S):

- Cattle Market
- Chesil Street Multi-Storey
- Coach Park
- River Park
- St Peter's
- Tower Street Multi-Storey
- Worthy Lane

#### Additional car parks by zone:

- **For Residents of Zone N only:** Cossack Lane
- **For Residents of Zone S only:** Colebrook Street

### Documents Required

#### A. Proof of Residency (required for all applications)

Provide **one** of the following (most recent/valid):

- Council Tax demand (most recent)
- Utility bill (Water/Gas/Electric) issued within the **last 3 months**
- Signed formal tenancy agreement
- Letter from an instructed solicitor or licensed conveyancer confirming **completion of house purchase** (if applying at time of occupation)

## B. Proof of Vehicle Ownership (required for new vehicle applications)

Provide **one** of the following:

- Vehicle Registration Document (**V5C**)
- Insurance certificate (most recent)
- Hiring/Leasing agreement
- **Company car:** Recent letter from your employer confirming the vehicle is owned/leased by the company and that **you are the sole keeper and user**
- **Recently purchased vehicle (within the last month):** Garage bill of sale or insurance cover note

**Renewals:** If you are renewing and the vehicle is **unchanged**, Proof of Vehicle Ownership is **not required**.

**Vehicle changes:** If you change your vehicle before the ticket's expiry, **return the season ticket to Parking Services with proof of the new vehicle. A replacement will be issued free of charge.**

**Posting documents:** We recommend sending **photocopies**. If you must send originals, please use **recorded delivery**.

## Payment

- **Amount: £60.00 per annum (VAT included)**
- **Cheque:** Payable to **Winchester City Council**
- **By post:** Send completed application and payment to **Parking Services** at the address above.
- Other payment methods may be available via the **online application**.

## Conditions of Use (Declaration)

By signing and submitting the application, you acknowledge and agree to the following:

1. **Renewal responsibility:** You are responsible for renewing your permit **before its expiry date**.
2. **Availability:** A permit **does not guarantee** a parking space in any car park.
3. **Validity and changes:** The ticket becomes **invalid** if you move out of a qualifying property or you no longer own the registered vehicle. In these cases, the **permit must be returned** to Winchester City Council for **cancellation or transfer** (vehicle/address).
4. **Refunds:** If you no longer require the permit, you may apply for a **pro rata refund** (for **each full unused month**) calculated at the date the **surrendered permit is received** by Parking Services. Permit refunds will only be made if the remaining value is at least £10.00.
5. **Expired permits:** If a renewal is not made **before** the expiry date printed on the permit, the permit **must not be used** after expiry. Use of an expired permit may result in a **Penalty Charge Notice (PCN)**.
6. **Duplicate permits:** A duplication fee of **£10.00** applies for **loss, damage, mutilation, or theft**. Issuing duplicates is at the **discretion of Parking Services**.
7. **Dishonoured payments:** The Council may **withdraw** any permit if any cheque, cash, credit/debit card or electronic transfer is subsequently **dishonoured**.
8. **No valid permit present:** If a valid permit is **not available at the time of parking**, you must make the appropriate payment to cover your stay, by way of machine or phone parking **immediately upon arrival**.
9. **Changes to conditions:** Winchester City Council reserves the right to **change these conditions** by giving **one month's notice**.
10. **Application form:** The Council reserves the right to **refuse** any application not made on the appropriate **current official form** at the time of application.

**1. Your Details: -**

Name: (Title, Forename, Surname)	
Address:	
	Postcode:
Telephone Number:	Mobile:
Email Address:	

**2. Number of your current Hampshire County Council MiPermit (Resident Permit)****3. Vehicle Details and Ticket Requirements: -**

Vehicle Registration Mark:

--	--	--	--	--	--	--	--

Permit Number to be renewed  
(if applicable):

Cost:

 £60.00

Price is inclusive of 20% V.A.T. V.A.T. No. 189 4084 24

Signature of Permit Applicant accepting Conditions of Use

Date:

**What we do with your information**

The personal information that you supply in this application form will only be used to enable us to issue and administer the permit.

- 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](http://www.winchester.gov.uk/about/privacy-policy)

<u>Office Use Only</u>		Date Received Stamp
POR seen:	Proofs Seen By:	
Veh 1 Doc:	Veh 2 Doc:	Permit Number(s):
Payment by:	Card / Cash / Cheque	Valid Dates:
To Paye.net:		Issued By: On Date: