

## RESIDENTS' PARKING SCHEME - GETTING THE MOST OUT OF RESIDENTS' PARKING

### THE CLIFFORD PARK ESTATE RESIDENTS' PARKING SCHEME IS ABOUT TO BE EXTENDED

A valid permit must be displayed by all vehicles parked within the area covered by the residents' parking scheme, unless parked in accordance with limited waiting restrictions.

This leaflet gives you essential information for getting the most out of residents' parking. It has been sent to you because you will be within the Clifford Park Residents' Parking Scheme.

If you wish to park within the area covered by the scheme your vehicle must display a valid resident's permit or park in accordance with other restrictions and you need to apply for a permit using the enclosed application form.

All completed applications will be processed strictly in order of the date of their arrival at our offices.

**The Resident's Parking Permit will state your vehicle registration number and the zone. The valid permit must be clearly visible at all times when the vehicle is parked within the residents parking area.**

#### **Who can apply for permits?**

Permits will only be available to those people who reside in the area covered by this scheme.

You should be aware that a permit does not guarantee you a place to park your vehicle - it only gives you permission to do so in the appropriate zone if space is available. **A permit does not allow you to park on double yellow lines.**

**Coventry City Council reserves the right to refuse or withdraw permits, residents and visitor permits, for households found to be abusing the scheme.**

#### **What you need to do**

This leaflet has been produced to provide you with information about the residents' parking scheme and how to get the most out of it. If you need clarification of any aspect of the scheme please contact the Parking Services Team on 024 7683 3400.

## HOW DO I APPLY FOR A PERMIT?

### **RESIDENTS PERMIT**

Residents can request a permit for any vehicle that is registered to a property within a Residents Parking Zone

#### **DOCUMENT PROOFS REQUIRED**

##### **Proof of residency**

One of the following proofs is required.

- ❖ a copy of your last council tax bill,
- ❖ a copy of your latest utilities bill in your or your spouse's name i.e. gas, electricity or telephone,
- ❖ a copy of your latest statement from your bank or credit card company.

**NB. A tenancy agreement or driving licence is not an adequate proof of residency.**

### **Proof of ownership or entitlement to the use of the vehicle**

One of the following proofs is required

- ❖ a **copy** of the DVLA Registration Document (V5), which must show your name, address and vehicle details of the applicant or
- ❖ a **copy** of a valid insurance certificate, showing you as a named driver, your current address and the vehicle details.

**NB. A 'cover note' is not an acceptable proof of vehicle ownership.**

If you are a student you will need to provide a copy of an official letter from the University or College clearly stating your address. In addition a valid insurance document must show the address or postcode of the property within the zone where the vehicle is to be kept.

**Permits will not be issued for vehicles if documentation does not match a corresponding property address.**

If you drive a lease car you will need to present a letter from the supplier on their headed notepaper and signed by an official of the supplier. The letter must contain the vehicle details and your name and current address.

If you drive a company or a 'pool' car then a letter on your employer's headed notepaper will be required and **must** be signed by an official of your employer. The letter must show your name, application address and in respect of a company car, the vehicle details. If you are driving a 'pool' car this must be mentioned in the letter. It must grant you approval to drive the vehicle and park it outside your residence.

If you are driving a vehicle registered in the name of someone who does not reside at the application address, you will need to obtain a signed letter from the registered owner indicating that you are entitled to drive the vehicle and stating your name, the application address and vehicle details. You will also need to present a copy of a valid insurance certificate showing that you are a named driver and stating the vehicle details.

If you require a resident's permit for a registered carer please contact the Parking Services Team direct.



## Essential information

### APPLICATIONS

1. All proofs must be typed or printed. We will not accept hand-written proofs. Further information can be found in the checklist section.

### REPLACEMENT PERMITS

#### 2. What if I lose or damage my permit or change my vehicle?

If you lose, damage or destroy your permit or change your vehicle and require a new permit, you will need to make a fresh application and provide the relevant proofs. In the case of a change of vehicle you will need to surrender your current permit.

### MOVING HOUSE

#### 3. What should I do if I move out of my house?

If you move house, you should return your permit(s) to us for cancellation. Please send your permit(s) to the Coventry City Council, Parking Services Team, PO Box 3943, Coventry, CV1 9AG

This is an important part of maintaining the parking permit scheme since until you return your permit(s), we will not be able to issue permit(s) to the new occupiers.

#### 4. What should I do if I have just moved into my house?

If you have just moved in then you should supply the proofs mentioned in the section headed 'How do I apply for a permit?' overleaf.

If you move to another permit parking zone you will need to apply for a permit for the new zone. This will require the completion of a new application form, submission of the correct proofs and payment (where necessary). Please ensure that you surrender the permit(s) applicable to your former address.

### FURTHER INFORMATION

You can telephone the Parking Services Unit on 024 7683 3400 between 0900hrs and 1600hrs, Monday to Friday (excluding Bank Holidays).

## Checklist

**Please do not send us your original documents - we cannot return these to you**

*Make sure that you send **photocopies** of the required proof documents only*

**Remember that this is a postal scheme only**

*All residents parking permits can only be provided to you by post, not in person*

**Make sure that you apply NOW**

*All applications are processed in strict order of receipt assuming that they have the correct proofs and are correctly completed.*

**Make sure that you post the required documents to us**

*Please check the 'How do I apply for a permit' section above to ensure that you are sending the right proofs for your application.*

*Send to Coventry City Council, Parking Services, PO Box 3943, Coventry, CV1 9AG*

**Make sure that you include the required payment when you send to documents to us**