



Name
Address line 1
Address Line 2
Coventry
Postcode

Coventry City Council
Place Directorate
PO Box 15
Council House
Coventry
CV1 5RR

www.coventry.gov.uk/residentsparking

Our reference: Canley/BurnsallAreaRP

15 August 2018

Dear

Burnsall Road, Sir Henry Parkes Road, Canley Road Area Residents' Parking Scheme – Update and Applying for Permits.

In October 2017 the Burnsall Road, Sir Henry Parkes Road, Canley Road Area Residents' Parking Scheme came into operation using an Experimental Traffic Regulation Order. This meant the first 6 months of the scheme was also an objection period giving the opportunity to see how the scheme worked before deciding whether to object, or not, to the scheme.

We received a high number of responses from residents, some in support of the scheme and some objecting to either all or part of the scheme. These responses were considered by the Cabinet Member for City Services and it was approved to make the existing scheme permanent.

The scheme became permanent on the 15th August 2018. You will not see any physical changes on street and if you have a digital permit, it will automatically be extended so it will not expire until 31st May 2019. For residents with paper visitor permits, which have an expiry date, you will need to contact MiPermit to arrange for these to be replaced.

All permits will need to be renewed with effect from 1st June 2019, the permits will still be 'digital' or paperless and work in the same way as before. However, there will be a charge for permits from 1st June 2019, they will be £20 each and valid for three years.

If you do not have an existing permit, details of how to register for permits are shown on the enclosed information.

Please note your digital permits will still be registered for use in one zone only, either CA1 or CA2. You cannot use it to park in other zones.

You are entitled to a permit for each vehicle that is registered at the property (up to a maximum of 3). In addition, a maximum three digital visitor permits are allowed at any residential property at any time.

If you are considering having an event or gathering at your home where you will require more permits than the number allocated for visitor parking, please contact the Council's Parking Enforcement department (Tel: 024 76834367) beforehand to make the Enforcement Officers aware. You will be issued with a code that the guests will be asked to display in their vehicle to demonstrate that the vehicle is authorised to park there for the duration of the event.

Please note having a parking permit does not guarantee a parking place. If a vehicle is parked within a permit parking place with a valid permit then a penalty charge notice (PCN) will not be issued. If however, you choose to park within a resident only area between the restricted times without a valid permit you may receive a PCN – the cost of this is £70 which reduces to £35 if paid within 14 days.

Please also note that permits are issued subject to Council's terms and conditions of use and any misuse or abuse of permits may result in the permits being cancelled and withdrawn.

Yours sincerely

Caron Archer
Traffic Management

How to Register for Permits

To register online:

- **Go to the Coventry portal:** <http://wanttopark.com/Coventry>
- **Select the Residents Permits option. Enter your Council Tax reference number, and your postcode to select your property address.**
- **Follow the on screen instructions to complete the process.**
- **When registration is complete you will receive an email with your PIN which you can use to login to the portal.**

To register by phone call 0345 520 7007 (Monday to Friday 8am – 8pm, Saturday 8am – 4pm) and we'll set up the permit for you.

(Please note calls are charged at a local rate and the lines may be especially busy during the initial launch period, calls from mobile phones may be more expensive).

How to request a permit online

- **Login to your account using your PIN.**
- **Select from either the resident or visitor permits from the permit purchase screen. If there is more than one type of permit available to you, select the type of permit you would like to request.**
- **Enter the vehicle registration number to be associated with the permit.**
- **When a permit has been acquired it will appear in the manage permits section of the portal, ready for you to use.**

How to use your digital permits

Nothing needs to be displayed in the vehicle, you simply need to ensure the correct vehicle registration number is entered when you register and you're covered.

You can change the vehicle registration number on the visitor permits as follows

 **Online - login to the portal and select the manage permits option. Follow the on screen prompts to enter the new vehicle registration and select the duration to allocate to the permit.**

 **By Telephone - Call 0345 520 7007 (Monday to Friday 8am – 8pm, Saturday 8am – 4pm) and we'll set up the permit for you.**

(Please note calls are charged at a local rate and the lines may be especially busy during the initial launch period, calls from mobile phones may be more expensive).

