



APPLICATION FOR RESIDENTS' PARKING PERMIT

**Woking Borough Council
Civic Offices
Gloucester Square
Woking
GU21 6YL
Telephone: 01483 755855**

**APPLICATIONS CAN BE MADE IN PERSON AT THE CIVIC OFFICES OR
BY POST.
IT IS NOT POSSIBLE TO APPLY OR PAY ON-LINE, OR BY TELEPHONE.
PLEASE NOTE NEW CHARGES AS FROM 1ST MARCH 2011**

APPLICATION (please tick the appropriate box & insert the date the permit is to start)

New	Renewal	Start Date		Change of Vehicle		Veh.Reg.Doc. attached?
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Change of vehicle £15 - if the original permit is not returned, the full annual charge will be payable & this will be treated as a new application.
Veh. Reg Document (VRD) - if you need to submit the VRD to DVLA for change of address or ownership, attach it to this form; we will send it for you & issue the full permit. Otherwise a full permit cannot be issued until you have received the new document from DVLA and produced it (or a copy) to us – in which case a temporary permit will be issued.

<p>RESIDENT PARTICULARS</p> <p>Title: _____ Surname: _____</p> <p>Forenames: _____</p> <p>Home Address: _____</p> <p>_____</p> <p>_____ Post Code: _____</p> <p>Contact Telephone No: _____</p>	<p>VEHICLE DETAILS</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">Vehicle Reg. No.</td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> </tr> <tr> <td>Make</td> <td colspan="3"></td> <td>Model</td> <td colspan="3"></td> </tr> <tr> <td>Colour</td> <td colspan="3"></td> <td></td> <td colspan="3"></td> </tr> </table> <p>Is the vehicle:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">more than 2.3 mtrs high?</td> <td style="width: 30%;">YES / NO</td> </tr> <tr> <td>more than 5.25 mtrs long?</td> <td>YES / NO</td> </tr> <tr> <td>more than 3.5 tonnes?</td> <td>YES / NO</td> </tr> </table> <p>How many vehicles are in your household? _____</p> <p>In your household, is this permit for the: <i>(please tick)</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 12.5%;">1st Veh (£50)</td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;">2nd Veh (£75)</td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;">3rd Veh (£75)</td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;">4th Veh (£75)</td> <td style="width: 12.5%;"></td> </tr> </table>	Vehicle Reg. No.								Make				Model				Colour								more than 2.3 mtrs high?	YES / NO	more than 5.25 mtrs long?	YES / NO	more than 3.5 tonnes?	YES / NO	1 st Veh (£50)		2 nd Veh (£75)		3 rd Veh (£75)		4 th Veh (£75)	
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**APPLICANTS MUST COMPLY WITH THE GUIDANCE NOTES OVERLEAF.
THE ANNUAL CHARGE PER HOUSEHOLD IS £50 FOR THE FIRST PERMIT, £75 FOR A SECOND AND SUBSEQUENT PERMIT AND
£15 FOR A CHANGE OF VEHICLE OR REPLACEMENT PERMIT.
(The cost of Visitor Permits is £10 for a book of 5)**

NOTE: 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. For further information please refer to the National Fraud Initiative page on the Council's website (www.woking.gov.uk) or phone the Council on 01483 755855.

DECLARATION: I hereby apply for a residents' permit and enclose the correct remittance. I certify that I have read and understood the Notes for Guidance overleaf and I declare that all the information given by me on this form is true to the best of my knowledge. I understand that if any information given is false, I am liable to prosecution and the permit will be cancelled.

SIGNATURE: _____ **DATE:** _____

OFFICE USE ONLY:

Proof of Residence seen in above name & address (dated within last 3 months)?	Utility Bill	WBC Corresp.	Rent	NHS Corresp	Bank	Pension	TV
	Other						
Vehicle Reg. Doc. Seen in above name & address?	YES / NO		Is Reg Doc attached to go to DVLA?	YES / NO			
Payment method:	CHQ / CASH / CARD / MOTO		CAN No:				Intls:
Temp Permit issued?	YES / NO		If YES, Expiry Date:				
Full Permit issued	WOX		Date Issued:				Intls:

WOKING BOROUGH COUNCIL CONTROLLED PARKING ZONES RESIDENT PARKING

IMPORTANT NOTES FOR THE GUIDANCE OF APPLICANTS

THE ISSUE OF A RESIDENTS' PARKING PERMIT DOES NOT GUARANTEE THE AVAILABILITY OF A PARKING SPACE AND DOES NOT GIVE ANY ENTITLEMENT TO PARK OUTSIDE YOUR HOUSE OR EVEN IN YOUR ROAD.

To address the shortage of parking spaces in some roads, residents' permits are valid in ANY road in that area.

1. GENERAL INFORMATION.

Residents' Parking Permits are ONLY available to residents living within the Woking, Brookwood and West Byfleet Controlled Parking Zones who own a vehicle and who **do not have an adequate number of private, off-street parking spaces for the number of vehicles in the household** e.g. a household with two cars but only one off-street parking space would be eligible for one permit. NO permits are issued for use in the Woking or West Byfleet town centre zones. Residents living in Woking Town Centre (Area 1) may purchase an 'OFF PEAK' permit for either the Victoria Way or Heathside Crescent car park, but need to complete a different application form. Off-peak permits allow resident parking in those car parks from 5pm-9am Mon-Fri, and all day Saturdays, Sundays and Bank Holidays. Parking during Monday to Friday peak hours (9am - 5pm) must be paid for at the hourly rate.

2. DURING THE HOURS OF CONTROL - YOU MUST –

- Park wholly within individual bay markings
- Clearly display a valid residents' parking permit, or a correctly validated residents' visitor parking permit

YOU SHOULD NOT PARK (AND YOUR PERMIT DOES NOT ALLOW YOU TO PARK) –

- On yellow lines
- Across individual bay markings
- Where any obstruction may be caused
- In on-street non-permit holder bays (i.e. 20 minute free parking bays)

3. APPLICATION PROCEDURE.

After completing and signing this form, take or post it to Woking Borough Council's Civic Offices, together with the correct fee (cheques should be made payable to Woking Borough Council.), proof of residence and vehicle ownership (photocopies are acceptable for postal applications). The opening hours are 9am to 4.45pm Monday to Friday.

Initial applications may be made at any time and renewals within the preceding 14 days of the permit expiry date; a 14 day grace period is given after the expiry date to apply for and to receive your new permit. Every renewal requires a new application form, proof of residence and the vehicle registration document. A temporary permit may be issued if the vehicle document is not available, waiting to be returned from DVLA, or to personal callers to the Civic Offices if necessary, to allow time for a full permit to be sent out by post.

An incomplete application, for whatever reason, may delay the issue of a full annual permit.

4. DEFINITION OF 'RESIDENT'.

A resident is a person whose usual place of abode and principal residence is within the Controlled Parking Zone. A person who does not reside a minimum of 4 nights per week at those premises as a full-time resident does not qualify, irrespective of his interest in the premises. An applicant with other residential addresses in the United Kingdom is required to declare them.

5. PROOF OF RESIDENCE.

The Council is empowered to require an applicant for a permit, or a permit renewal, to produce such evidence as it may reasonably call for to satisfy itself that the applicant is a 'resident' within a WBC Controlled Parking Zone. A utility bill, bank statement, pension, benefit, or WBC correspondence are all acceptable, provided the document is dated within the last 3 months. Also acceptable is a recent letter confirming occupation of the address given overleaf, from either a solicitor or agent for the completion of the purchase of the property, or the commencement of a rental agreement. **A PERMIT WILL NOT BE ISSUED IF THE COUNCIL IS NOT SO SATISFIED.**

6. PROOF OF VEHICLE OWNERSHIP.

If you are the owner of the vehicle, the Vehicle Registration Document **must be registered in your name and at the address overleaf (a permit will not be issued otherwise)** and must be produced for every application, including renewal. If you have exclusive use of a 'company' vehicle, a letter is required on headed paper from the Company Secretary or someone of equal authority (but not yourself), specifying the vehicle is allocated to you for your EXCLUSIVE USE as an employee. If you personally lease the vehicle from a leasing or hire company, the lease/hire agreement is required which must show your name and address as the lessee.

7. CHANGE OF VEHICLE.

Existing permits **MUST NOT** be altered if you change your vehicle and are **NOT** transferable to another vehicle or any other person. To notify a change of vehicle, complete an application form and return the current permit to Woking Borough Council for a replacement to be issued, together with proof of new vehicle ownership and proof of current residency.

In the event of a short-term change of vehicle (e.g. a loan or courtesy vehicle from a garage etc) notify Woking Borough Council without delay of the replacement vehicle and a temporary permit will be issued. Misuse or abuse of any permit may result in its revocation.

8. NO PERMIT WILL BE ISSUED TO AN UNTAXED VEHICLE.

9. SURRENDER / WITHDRAWAL OF PERMIT.

All permits remain the property of Woking Borough Council and should be surrendered immediately upon demand and/or cessation of entitlement, when no longer required, or when there is a change of vehicle. Any refund due will be pro-rata the annual cost for the number of complete months remaining, less an administration fee of £25.